

# Rules and Regulations



Canton Ohio Police Department



## CANTON POLICE DEPARTMENT

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MAYOR

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### FORWARD


The contents of the Canton Police Department Rules & Regulations issued herein by the Director of Public Safety and Chief of Police to employees of the Canton, Ohio Police Department, are in conformity with the requirements of the laws of the United States, the State of Ohio, and the City of Canton.

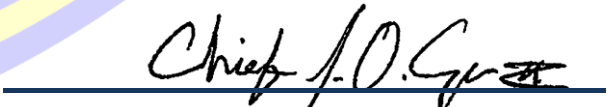
The Director of Public Safety reserves the right from time to time to alter, amend, or rescind in whole or in part, any of these Rules & Regulations pursuant to Ohio Revised Code Section 737.13.

The Chief of Police reserves the right, as chief executive officer of the police department, to alter, amend, or rescind in whole or in part, any departmental order or directive.

The Chief of Police and the Director of Public Safety reserve the right to discipline an employee for reasonable and just cause even though the specific offense is not defined herein. Employees are presumed to have knowledge of federal, state, and municipal ordinances in force, as well as the Rules & Regulations within this manual. It shall be the responsibility of all employees to become thoroughly familiar with the contents of this manual. In matters involving discipline, employees shall be held accountable for any violations.

All previous rules, regulations or orders in conflict with this publication are hereby revoked.

  
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Andrea Perry  
Director of Public Safety

  
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Jack O Angelo III  
Chief of Police

# Canton Police Department Rules and Regulations

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# CANTON POLICE DEPARTMENT

## CODE OF ETHICS:

- 1. As a Law Enforcement Officer, my fundamental duty is to serve the community; to safeguard lives and property; protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against abuse or disorder; and respect the Constitutional rights of all to liberty, equality and justice.**
- 2. I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule, develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of duty.**
- 3. I will never act officiously or permit personal feelings, prejudice, political beliefs, aspirations, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice, or ill will, never employing unnecessary force or abuse and never accepting gratuities.**
- 4. I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of public service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.**
- 5. I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.**
- 6. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession – Law Enforcement.**

# CANTON POLICE DEPARTMENT

## VALUE AND MISSION STATEMENT:

The Canton Police Department is committed to professional public service reflecting recognition of the inherent value of each individual in society. Our officers strive to earn and maintain trust, respect, and confidence by exemplifying the belief that the freedoms, rights and dignity of all citizens must be protected and preserved. To this end we pledge ourselves to the highest standards of morality, fairness, honesty, dedication, professionalism and courage.

The Canton Police Department shall protect the lives and properties of the citizens of Canton, enforce laws, prevent crime and educate the public.

We, the men and women of the Canton Police Department shall perform these duties with honesty, fairness, through strong leadership and continuous training. We will strive to serve as role models for the community, applying professional standards and commitment to integrity, sensitivity and compassion to those we serve. Canton Police Officers will strive to exemplify our values by providing the highest quality of law enforcement and service to the citizens, protecting their rights and property, predicting and responding to the changing needs of society, respecting and preserving the dignity of the individual, and educating toward safety, voluntary compliance, and a better quality of life. Through innovation and cooperation, we strive to promote and maintain the spirit of teamwork that is the tradition of the Canton Police Department.

Members of the Canton Police Department will enforce the law equally and impartially without regard to race, sex, creed, religion, national origin, social or economic status. Members of the agency will act, speak, and conduct themselves in such a manner as to treat all persons with courtesy and respect due every other human being. They will not display any sexual, racial or religious bias or prejudice against any group or individual. This agency understands that the function of law enforcement is to apprehend those suspected of having committed a crime and not punish them. Officers will use only the minimal amount of force necessary to overcome resistance to arrest.

The Canton Police Department is both philosophically and legally committed to fulfilling the nondiscrimination provisions of all state and federal rules and regulations. The agency will not exclude any individual because of race, religion, appointment, promotion, or retention. Members of the Canton Police Department will continue to provide fair and meaningful service to all residents and visitors of Canton.



# CANTON POLICE DEPARTMENT

## CANNON OF ETHICS:

### Primary Responsibility of Job:

The Primary responsibility of police service and the individual officer, is the protection of the people of the United States through the upholding of their laws; chief among these is the Constitution of the United States and its Amendments. The law enforcement officer always represents the whole of the community and it's legally expressed will and is never the arm of any political party or clique.

### Limitations of Authority:

The first duty of a law enforcement officer, as upholder of the law, is to know its bounds upon him/her in enforcing it. Because he/she represents the legal will of the community, be it local, state, or federal, he/she must be aware of the limitations and proscriptions which the people, through law, have placed upon him/her. He/She must recognize the genius of the American system of government which gives to no person, absolute power, and he/she must ensure that he/she, as a prime defender of that system, does not pervert its character.

### Duty to be Familiar with the Law and with Responsibilities of Self and Other Public Officials:

The law enforcement officer shall assiduously apply himself/herself to the study of the principles of the laws which he/she is sworn to uphold. He/She will make certain of his/her responsibilities in the particulars of their enforcement, seeking aid from his/her superiors in matters of technicality or principle when these are not clear to him/her. He/She will make special effort to fully understand his/her relationship to other public officials, including other law enforcement agencies, particularly on matters of jurisdiction, both geographically and substantively.

### Utilization of Proper Means to Gain Proper Ends:

The law enforcement officer shall be mindful of his/her responsibility to pay strict attention to the selection of means in discharging the duties of his/her office. Violations of law or disregard for public safety and property on the part of an officer are intrinsically wrong; they are self-defeating in that they instill in the public mind a like disposition. The employment of illegal means, no matter how worthy the end, is certain to encourage disrespect for the law and its officers.

### Cooperation with Public Officials in the Discharge of their Official Duties:

The law enforcement officer shall cooperate fully with other public officials in the discharge of authorized duties, regardless of party affiliation or personal prejudice. He/She shall be meticulous, however, in assuring themselves of the propriety, under the law, of such actions and shall guard against the use of his/her office or person, whether knowingly or unknowingly, in any improper or illegal action. In any situation open to question, he/she shall seek authority from his/her superior officer giving him/her a full report of the proposed service or action.

### Private Conduct:

The law enforcement officer should be mindful of his/her special identification by the public as an upholder of the law. Laxity of conduct or manner in private life, expressing either disrespect for the law or seeking to gain special privilege, cannot but reflect upon the police officer and the police service. The community and the service require that the law enforcement officer lead the life of a decent and honorable man. Following the career of a policeman gives no man special prerequisites. It does give the satisfaction and pride of following and furthering an unbroken tradition of safeguarding the American republic; the officer who reflects upon this tradition will not degrade it. Rather he will so conduct his/her private life that the public will regard him as an example of stability, fidelity, and morality.

### Conduct Toward the Public:

The law enforcement officer, mindful of his/her responsibility to the whole community, shall deal with individuals of the community in a manner calculated to instill respect for its laws and its police service. The law enforcement officer shall conduct his/her official life in such a manner as will inspire confidence and trust. Thus he/she will neither be overbearing or subservient, as no individual citizen has an obligation to stand in awe of him/her nor a right to command him/her. The officer will give service where he can, and require compliance with the law. He will do neither from personal preference or prejudice but rather as a duly appointed officer of the law discharging his/her sworn obligation.

### Conduct in Arrest and Dealing with Law Violators:

The law enforcement officer shall use his/her powers of arrest strictly in accordance with the law and with due regard to the rights of the citizens concerned. His/Her office gives him/her no right to prosecute the violator nor mete out punishment for the offense. He/She shall, at all times, have a clear appreciation of his/her responsibilities and limitations regarding detention of the violator. He shall conduct himself in such a manner as will minimize the possibility of having to use force. To this end he shall cultivate a dedication to the service of the people and the equitable upholding of their laws whether in the handling of law violators or in dealing with the law abiding.

### Gifts and Favors:

The law enforcement officer, representing government, bears the heavy responsibility of maintaining, in his/her own conduct, the honor and integrity of all government institutions. He/She shall, therefore, guard against placing himself in a position in which any person can expect special consideration or in which the public can reasonably assume that special consideration is being given. Thus, he/she should be firm in refusing gifts, favors, or gratuities, large or small, which can, in the public mind, be interpreted as capable of influencing his/her judgment in the discharge of his/her duties.

### Presentation of Evidence:

The law enforcement officer shall be concerned equally in the prosecution of the wrong-doer and the defense of the innocent. He shall ascertain what constitutes evidence and shall present such evidence impartially and without malice. In doing so, he/she will ignore social, political, and all other distinctions among the persons involved, strengthening the tradition of the reliability and integrity of the officers word. The law enforcement officer shall take special pains to increase his/her perception and skill of observation, mindful that in many situations his/her is the sole impartial testimony to the facts of the case.

### Attitude Towards Professionalism:

The law enforcement officer shall regard the discharge of his/her duties as a public trust and recognize his/her responsibility as a public servant. By diligent study and sincere attention to self-improvement shall he/she strive to make the best possible application of science to the solution of crime and in the field of human relationships, strive for effective leadership and public influence in matters effecting public safety. He/She shall appreciate the importance and responsibility of his/her office, and hold police work to be an honorable profession rendering valuable service to his/her community and country.



# Chapter I

## DEFINITIONS AND TERMINOLOGY

### 101 ACTING

Serving temporarily in a position to which the member is not ordinarily assigned, usually in a position of higher rank. All of the authorities, responsibilities, and duties of the officer in the higher position devolve upon the acting member.

### 102 ANNUAL LEAVE

Vacation period granted to all members annually.

### 103 APPOINTMENT

The designation of a person by the appointing authority to any position within the Division of Police. The Director of Public Safety is the appointing authority.

### 104 ASSIGNMENT / TRANSFER

Any personnel placement made by direct order of the Chief of Police.

### 105 AUTHORITY

Legal or rightful power; a right to command or act.

### 106 AUXILIARY

Conferring help or aid; assistant; supporting.

### 107 BEAT / ZONE

A geographical area of variable size within the City to which one or more officers are specifically assigned for patrol purposes, whether on foot or in a patrol vehicle.

### 108 BUREAU

A primary functional unit of the department.

### 109 CHAIN OF COMMAND

The unbroken line of authority extending from the Chief of Police through a single subordinate at each level of command down to the level of execution.

## **110 CIVILIAN EMPLOYEES**

Members who have not taken the oath of office and are not authorized to make arrests.

## **111 COMMAND**

To have at command or command over, expectation of obedience. To govern.

## **112 COMMAND AUTHORITY**

Legal or rightful power to command or have command over.

## **113 COMMANDING OFFICER**

An officer who is in command of the department, a bureau, a division, a section, an officer, an area, a district, a squad, or any other subdivision of the department.

## **114 BULLETIN**

A bulletin issued containing information regarding wanted persons, crime types and locations, other incidents calling for police attention, special notices, training and special locations calling for patrol. Special bulletins issued by command-level officers have the force and effect of department orders.

## **115 DEPARTMENT**

The Police Department.

## **116 DETAIL**

Members of the department, sometimes from more than one unit, grouped together for the accomplishment of a specific mission. When not engaged in a continuing operation, the detail is called a special detail.

## **117 DISCHARGE (DISMISSAL)**

The act of dispensing with or termination of the services of a member or employee.

## **118 DIVISION**

The largest organic unit within a large department.

## **119 DUTY**

Applies not only to tasks required by one's occupation but to those tasks which are imposed by one's rank or status.

## **120 EMPLOYEE**

The word "Employee" as used herein shall include all sworn and non-sworn personnel assigned to the Police Department in any permanent or temporary *Civil Service Classification*.

## **121 FOLLOW-UP INVESTIGATION**

A supplementary investigation following the preliminary investigation designed to record additional facts directed towards the clearance of the particular crime, and the recovery of stolen property.

## **122 FUNCTION**

Acts or operations expected of a person or to be performed by a person as a result of his/her position or assignments.

## **123 GENDER**

Use of the masculine gender herein shall also include, where applicable, the female gender.

## **124 Lexipol Policy**

Written orders issued by the Chief of Police and Director of Public Safety outlining policy or procedure on matters which affect the entire Police Department. A Lexipol Policy is the most authoritative directive issued by the Department and may be used to amend, supersede, or cancel any other rule, regulation or order. Lexipol Policy is permanent Department policy and remain in full force and effect until amended, superseded, or cancelled by the Chief of Police or Director of Public Safety.

## **125 GOSSIP**

The initiating or repeating of idle talk or rumors about others.

## **126 HEADQUARTERS**

The police building that houses the headquarters staff and the members of this department.

## **127 IMMEDIATELY**

The term "immediately" means without delay; at once.

## **128 INCOMPETENCE**

Incapable of satisfactory performance of police duties.

## **129 INSUBORDINATION**

Failure or deliberate refusal of any member or employee to obey a lawful order given by a superior officer shall be insubordination. Ridiculing a superior officer of his/her orders, whether in or out of his/her presence is, also, insubordination. Disrespectful, mutinous, insolent, or abusive language toward a supervising officer is insubordination.

## **130 LAWFUL ORDER**

Any written or oral directive issued by a superior officer to any subordinate or group of subordinates in the course of police duty which is not in violation of any law, ordinance or any departmental rule or regulation

## **131 LEAVE OF ABSENCE**

The period of time during which an officer is excused from active duty and during which time he receives no pay.

## **132 LENGTH OF SERVICE**

The length of service is that time in which an officer has been engaged in the actual performance of police duty. It includes the time served in the armed forces that is required by law to be recognized as active duty, and also sick leave, and authorized leaves of absence.

## **133 MALFEASANCE**

The doing of an unlawful act in office.

## **134 MAY / SHOULD**

As used herein the words “may” and “should” shall mean that the action indicated is permissive.

## **135 MEMBERS**

All persons on the police department payroll, including both officers and civilian employees.

## **136 MEMORANDUM**

A written memorandum issued by the Chief of Police for the purpose of keeping members informed and aware of situations and matters that effect the department in general. Such memorandums are not official orders but express the thinking of the issuing authority on the subject under consideration.

## **137 MILITARY LEAVE**

The period of time during which an officer is excused from duty by reason of serving in the Armed Forces of the United States in an active capacity as provided by law.

### **138 MISFEASANCE**

The wrongful doing of a lawful act in office.

### **139 NEGLECT OF DUTY**

Failure to give suitable attention to the performance of duty. Examples include but are not limited to: failure to take appropriate action on the occasion of a crime, disorder, or other act or condition deserving police attention; absence without leave; failure to report to duty at the time and place designated; unnecessary absence from the beat during a tour of duty; failure to perform duties prescribed in the police manual; failure to conform to the department operating procedures.

### **140 NONFEASANCE**

The omission of an act which should have been done while in office.

### **141 OFF DUTY**

Those days, determined by the Chief of Police, on which a given member is excused from duty.

### **142 OFF THE AIR**

In service but not available for radio communications.

### **143 OFFICERS**

Every member duly appointed to the Police Department as a regularly salaried peace officer and who has taken the oath as such. The term is applied without regard to sex, race, Division or duty.

### **144 ON DUTY**

That state of a member during the period of day when he is actively engaged in the performance of his/her duties, technically a police officer is Subject to call at all times.

### **145 ON THE AIR**

In service with radio equipment in operation.

### **146 ORDER**

An order is a command; a directive, given by one in authority and directed to a subordinate. It may be either oral or written.

### **147 OUT OF SERVICE**

Not available for radio communications.



## **148 PATROL CAR**

Radio equipped automobile used for patrol duty.

## **149 PLURALITY OF WORDS**

Singular includes the plural and plural includes the singular.

## **150 POLICY**

Any governing principle, broad plan, or course of action designed to accomplish an organization's goals.

## **151 POST**

A fixed post or location to which an officer is assigned for duty, such as an intersection or crosswalk for traffic duty; a spot or location for general duty, observation, and surveillance or for the apprehension of a person wanted for, or about to commit a crime; or a designated desk or office.

## **152 PRELIMINARY INVESTIGATION**

The initial investigation conducted by the department upon the report of a crime or attempted crime. The preliminary investigation shall include statements from all persons concerned, details of the particular crime that has been committed to include the pertinent elements of that crime, description of evidence, and other property included in the case, and the action taken by investigating officers.

## **153 PRIVILEGE**

The term “privilege” in reference to conditions of employment shall designate those Conditions which are not basic rights but are granted at the convenience of the Department.

## **154 PROBATIONARY PERIOD**

Each member shall be required to serve a probationary period prior to permanent appointment to the department.

## **155 PROCEDURE**

The official method of dealing with any given situation as prescribed by Lexipol Policy Manual and bulletins.

## **156 PROMOTION**

A change from a position in one class to a position in a different class having a higher maximum rate of pay.

## **157 RANKING OFFICER**

The officer having the highest rank or grade. Officers of the same grade shall rank according to date of appointment to that grade, unless otherwise ordered by the Chief of Police.

## **158 REPORT**

A written communication, unless otherwise specified, relating to police matters.

## **159 RIGHT**

The term “right” in reference to conditions of employment shall designate those conditions specifically outlined by City Ordinances or Civil Service Rules. For example: The member or employee has a “right” to a specified annual leave.

## **160 RULES AND REGULATIONS**

Directions issued by the Director of Public Safety and the Chief of Police to define the police purpose and the duties and conduct of all members.

## **161 SENIORITY**

Seniority in the department is established first by rank and second by aggregate time served in rank. Where conflict occurs because of identical service or dates of appointment, the member with the highest score on the promotional list from which appointments were made is deemed to be the senior. In situations requiring decision or control, where the officers are of equal ranks, the senior officer will make the decision and exercise control unless otherwise directed by higher supervisory officer and department regulation.

## **162 SHALL/WILL**

The words “shall” and “will” as used herein shall indicate that the action required is mandatory.

## **163 SHIFT**

That period of a calendar day during which a specified number of members is on duty. For reporting and recording purposes, the following number of shifts have been established covering a full day:

1st Shift (Midnight), 2nd Shift (Day), 3rd Shift (Afternoon).

## **164 SHIFT COMMANDER**

The Shift Commander is the ranking Patrol Shift supervisor on duty during any particular shift. He/She is responsible for the effective operation of the uniform members of the department during that shift and all department operations when the Chief of Police and the Division Commanders are off duty.

## **165 SICK LEAVE**

The period of time during which an officer is excused from active duty by reason of illness or injury.

## **166 SPECIAL DUTY**

Police service, the nature of which requires that the member be excused from that performance of his/her regular duties.

## **167 SPECIAL ORDERS**

Are written directives issued by the Chief of Police outlining instructions covering particular situations. Special Orders are automatically cancelled when this objective is achieved.

## **168 STAFF**

Aid to an executive, helping him to plan and/or supervise the activities of others.

## **169 STAFF OFFICER**

An officer having administrative or executive duties. These duties may be in addition to line or command functions or as an exclusive function of assignment or rank.

## **170 SUPERIOR OFFICER**

One having supervisory responsibilities, either temporarily or permanently, over officers of lower rank.

## **171 SUPERVISORY OFFICER**

Any member of the Police Department who attains the rank of Sergeant or above.

## **172 SUSPENSION**

The act temporarily denying an officer the privilege of performing his/her police duties in consequence of dereliction or other violation of department regulations. Suspension is either the first step in the disciplinary process or the penalty assessed. The suspended officer ordinarily does not receive pay. The authority to suspend should be defined in department regulations.

## **173 THROUGH OFFICIAL CHANNELS**

Through the hands of superior officers in the chain of command.

## **174 TENSE OF WORDS**

The words used in the present tense include the future.

## **175 TRAINING BULLETIN**

Bulletins regularly distributed by the department designed to keep officers of this department abreast of new procedures and practices in the law enforcement field.

**176 WATCH**

Time element, regardless of function.

**177 WORK WEEK AND DAY**

The Shift which an individual member is on duty.



## Chapter II

### **AUTHORITY / COMMAND / ORGANIZATION**

#### **I. DEPARTMENTAL AUTHORITY**

Ohio Revised Code 737.05 provides that the Police Department of each city shall be composed of a Chief of Police and such officers, patrolmen and employees as are provided by ordinance or resolution of City Council.

In accordance with the above State Law and City Ordinance, City Council has authorized that the Police Department shall be composed of the following positions:

Chief of Police  
Captain of Police  
Lieutenant of Police  
Sergeant of Police  
Patrol Officer  
Civilian Employee

The above positions, including Civilian Employee, are in the classified list of the Civil Service, and all are subject to the laws and rules of the Civil Service.

#### **II. OPERATIONAL CONTROL**

The Police Department is established on a semi-military basis with the authority descending from superior to subordinate and responsibility ascending from subordinate to superior. The line of command in the Department is divided into four collateral classifications: (1) Executive or Command Authority, (2) Operational Authority, (3) Functional Authority and (4) Staff Authority. The explicit assignment of responsibility to any superior officer in the Department does not relieve any subordinate officer of the responsibility to properly carry out all orders and efficiently perform all duties assigned to him or inherent in his/her rank.

Except as may be noted elsewhere, command and control over members and employees of the Department shall be exercised in accordance with the following table of ranks, listed in descending order of authority:

Chief of Police  
Captain of Police  
Lieutenant of Police  
Sergeant of Police



## A. EXECUTIVE / COMMAND AUTHORITY

Executive or Command Authority is that authority which is inherent by reason of rank and is automatically conferred upon and accepted by any member upon his/her execution of the oath of his/her new office.

## B. OPERATIONAL AUTHORITY

Operational Authority is that authority which is delegated to a supervisor to enable him to oversee the performance of an explicit task by an assigned group of personnel.

## C. FUNCTIONAL AUTHORITY

Functional Authority is that authority which is necessarily inherent in a particular Division, Bureau, or unit in order that it may carry out a specialized program on a department wide basis. Thus, by reason of its records keeping function, the Records Unit has department wide authority in matters concerning the manner of taking, compiling and filing of reports. This authority shall be exercised in the name of the Chief of Police through the line structure of the Department. Functional authority can be exercised only by going through the chain of command and not by cutting across command lines.

## D. STAFF AUTHORITY

Staff Authority is closely related to functional authority. A supervisor with functional authority may be said to have staff authority in that he performs in a staff capacity to his/her superiors within the area of his/her specialized activities. However, a supervisor may have staff authority delegated to him to enable him to move freely into operational areas to study, develop or recommend procedures to be used on a department wide basis. He neither issues orders nor exerts commands, he merely reports his/her findings and recommendations to the superior who originally delegated the staff authority. Any actions or orders forthcoming as a result of the staff action will be issued by and in the name of the originating superior.

## E. ACTING IN COMMAND

Any supervisory member assigned the status "Acting in Command" for any command-level officer shall so act only during the periods of a stated time or lengthy absence such as vacation, authorized leave, illness or injury, etc. When so assigned, the supervisor acting in command has full authority and full responsibility of the command position he is occupying. The absent commanding officer is not bound by, nor is he responsible for, the actions of the supervisor acting in command in his/her stead.

This status is distinguished from "Representative of the Commander" for in this latter case the supervisor representing the commander does so for only short periods and is presumed to be under the direction and control of the actual command-level officer, who retains administrative responsibility.

## F. EXERCISE OF AUTHORITY

All officers holding any command or supervisory rank within the Department have authority over all members and employees of any subordinate rank. Command or supervision will ordinarily be exercised only within the scope of the member's assignment but in an emergency or when the good of the Department requires it, any command or supervisory officer may direct or correct the activities of any subordinate member or employee.

## G. CHAIN OF COMMAND

Any member or employee having information he desires to forward shall make such communications via the official channels within the member or employee's own chain of command, except as provided below.

1. Members and employees of the Police Department shall not visit the Office of the Mayor, Safety Director or members of City Council on matters pertaining to the Police Department, on behalf of themselves or others without the prior knowledge of the Chief of Police.
2. When the information to be forwarded is of such a nature that it must be brought to the immediate personal attention of the Chief of Police, the member or employee may bypass official channels and contact the Office of the Chief of Police directly. Justification for this departure from the established communications routine may, however, be required.
3. In the absence of the Chief of Police, the Captain of Police shall act in his/her capacity. In the absence of the Chief of Police and Captain of Police, and the Chief of Police does not designate an officer to act in his behalf, the senior ranking officer, by order of succession, shall be the Acting Chief of Police. Seniority in all ranks shall be determined first by rank and second by longevity of service in rank.

The Chain of Command and the order of rank in the Police Department shall be in the following order of succession:

Chief of Police  
Captain of Police  
Lieutenant of Police  
Sergeant of Police  
Patrol Officer

When two or more officers of the same rank are working on the same assignment or detail, seniority of rank shall not be exercised except in an emergency necessitating it, or if one officer, by competent authority, has been designated as being in command.

## H. ORGANIZATION

The following Divisions and Bureaus are hereby established in the Police Department under the following titles:

### **Administrative Division**

Staff Lieutenant  
Training Academy  
Property Bureau  
Planning and Research  
Records Bureau  
Office of Professional Standards

### **Investigative Division**

Detective Bureau  
Juvenile Bureau  
SIU/Vice Bureau/Metro  
FBI /ATF/ US Marshals Task Forces  
S.W.A.T. Team  
Crime Scene Unit

### **Uniform Patrol Division**

Uniform Patrol Shift  
Holding Facility  
Traffic Bureau  
Impound Lot  
Auxiliary Police Unit  
Youth Corps

**Staff Lieutenant:** The Staff Lieutenant is responsible for the department's Civilian employees. His/Her primary responsibility is to oversee the effective operations of the Record Room, Communication Center, Fleet Manager and Grant Administrator. The Staff Lieutenant is assigned to the Administrative Division and is to be available to assist with any additional administrative duties to include overseeing the TAC officer with issues and maintaining L.E.A.D.S and OHLEG systems compliance.

**Property Office:** The Property Office is responsible for receiving, recording, safeguarding, and disposing of all property that is confiscated by Canton Police personnel to include property held in evidence. The Property Office is responsible for ensuring that all evidence is presented in court and returned to custody, and for receiving, maintaining, and distributing departmental supplies and materials.

**Records Bureau:** The Records Bureau is responsible for the orderly compilation, storage, and security of all department documents, records, reports, and statistics. The Records Bureau is responsible for providing public records requests as well as submitting all State and Federally required reports and statistics.

**Firearms and Range Instructor:** He shall be responsible for the planning, organizing, qualifications, and directing activities associated with firearms training, care, maintenance, and operation of the indoor and outdoor ranges. He is responsible for the procurement, inspection, and condition of the police department firearms and the provision of ammunition.

**Detective Bureau:** The Detective Bureau is responsible for the investigation of all criminal cases, except homicide by motor vehicle; The detection, arrest, and prosecution of criminal offenders; The recovery of stolen property; to arrange the proper procedure for the return of fugitives to and from this city; any other duty requested by the Chief of Police.

**FBI Task Force:** The FBI Task Force has the responsibility to work in conjunction with the local FBI contingency in investigating terrorism, homeland security, and federal crimes in the local area; conduct investigations and serve warrants on high risk fugitives; conduct surveillance and other undercover activities. The FBI Safe Streets Task Force also works in conjunction with, and supports, CPD investigations and operations.

**Crime Scene Unit:** The Crime Scene Unit is responsible for recording, fingerprinting, photographing, and processing any crime scene that they are called to respond to; tagging and transporting all pertinent evidence to the Stark County Crime Lab; maintaining a database of current employee photographs; working with F.B.I., N.C.I.C. and B.C.I. in relation to fingerprinting standards and techniques.

**Juvenile Bureau:** The primary responsibility of Detectives assigned to investigate juvenile crime is to analyze, control, suppress, and investigate juvenile delinquency; These detectives shall also investigate all matters concerning the welfare of juveniles, including adults who have contributed to the delinquency of a minor; complaints received in regards to delinquent, neglected, and dependent children; investigations of all runaways or escapees from other jurisdictions.

**SIU/Vice Bureau:** The Vice Bureau is responsible for the investigation and prosecution of vice related offenses including prostitution, drugs, gambling, liquor violations, and organized criminal offenses. The

Vice Bureau is responsible for the enforcement of Federal and State laws, and City Ordinances regulating the use of narcotics and drugs.

**S.W.A.T. Team:** The SWAT team is responsible for the safe deployment of various search warrants and raid activities. The SWAT team is on call at all times in the event of any serious or critical incident that their services could be utilized. The SWAT team will be deployed in hostage situations and as well as other highly dangerous or critical incidents at the request of the Chief of Police.

**Jail Bureau:** The Jail Bureau is responsible for the safe custody of all prisoners housed in the city jail for court. The Jail Bureau is responsible to ensure that all prisoners are present for their court appearances and returned to custody afterward. The Jail Bureau is responsible for the transportation of prisoners to and from the County Jail and Canton Municipal Court.

**Uniformed Patrol Shifts:** The uniformed patrol shift has the responsibility of preserving the public peace, maintaining law and order, protection of life and property, crime prevention and arrest of violators of the law. The Uniformed Patrol Shift will quickly and efficiently answer all calls for service from citizens and take all appropriate actions necessary including investigating, reporting and recording all criminal complaints or violations of laws and ordinances as required. The uniformed patrol shift has the responsibility to report unsanitary conditions, fire hazards, defective pavements, dangerous buildings, and all other matters that are detrimental to public safety, health, or convenience. The Uniformed Patrol Shift will also complete all other duties that are assigned by the Chief of Police.

**Traffic Bureau:** The Traffic/Accident Bureau is responsible for regulation or traffic flow, traffic safety, parking control, traffic enforcement, accident investigations, accident prevention and the daily operation of the City Impound Lot. The flow of traffic as it pertains to the supervision and control of traffic involving special events such as parades and/or street festivals. Traffic functions, or any other functions which may create a traffic problem.

**K-9 Instructor:** He shall be responsible to ensure the proper training and supervision of all canines and officers who are assigned to K-9 unit. He is responsible that all canines are properly trained and safe for law enforcement deployments and that all officers are adequately trained and equipped to properly perform their assigned duties. He is responsible for submitting all required reports pertinent to his/her office and all property, training aids, and equipment assigned to the K-9 unit are accounted for.

**Youth Corps Advisors:** Youth Corps advisors are responsible to safely and effectively train and supervise the Youth Corps; to plan and schedule the Youth Corps at various events and to provide for the administration and membership of the Youth Corps.

**Crime Laboratory:** The Crime Laboratory is under the direct control of the Chief of Police and S.C.C.O.G. It is charged with the responsibility of processing and analyzing evidence and interpreting such evidence in its relation to specific crime and individuals involved. It is also responsible for the processing of fingerprints, firearm examinations, restoration of serial numbers, dermal nitrate and dermal trace metal examinations, testing for blood and other body particles, examination of seminal stains, alcoholic beverage analysis, poison analysis, footprint, tire track, tool mark, glass, and paint comparisons, narcotic and drug analysis, or any other type of evidential examination that may be brought to the attention of the Crime Laboratory.



**Office of Professional Standards** The Office of Professional Standards is under the direct command of the Administrative Division Commander to investigate all reports from within or without regarding to personnel or policy problems of an internal or intra-departmental community nature.

**Community Involvement Unit:** The Community Involvement Unit is responsible for maintaining effective relations with residents of the City of Canton. Duties in this unit include: Social Media, Recruitment, Mediation, Walking beat, School Safety Officers, and participating and planning neighborhood functions. In addition to these activities the Community Involvement Unit houses our Domestic Violence Officer and our Mental Health Officer who both work directly with victims and outside agencies to provide much needed resources.





## Chapter III

### RANKS AND DUTIES

#### **301 CHIEF OF POLICE**

The Chief of Police shall be the Chief Executive Officer of the Police Department. He/She shall have exclusive control of stationing and transfer of all supervisors, patrol officers and employees in the department under such general rules and regulations as the Director of Public Safety prescribes. (Ohio Revised Code 737.06)

**301.2** He/She shall promptly execute all directives of the Director of Public Safety and issue such orders to the Police Department as may be required for proper law enforcement.

**301.3** He/She shall organize, direct and control all resources of the Police Department for the most efficient discharge of their duty to preserve the peace, protect persons and property and obey and enforce all laws of the United States of America, laws of the State of Ohio and the ordinances of the City of Canton. (Ohio Revised Code 737.11)

**301.4** He/She shall develop the organizational structure of the Police Department in accordance with professional standards and, by the consideration of sound management principles integrate related activities under the control of intermediate supervisors. He/She shall hold them accountable for effective performance of such activities.

**301.5** He/She shall plan and execute police programs designed to prevent and repress crime, apprehend and prosecute offenders, recover property, and regulate noncriminal conduct. He/She shall modify these programs to combat current trends as they are referred by analyses of records and reports.

**301.6** He/She shall cooperate with the Civil Service Commission and others in devising acceptable standards and procedures for recruitment, selection and promotion of members of the Department.

**301.7** He/She shall work for the enactment and strengthening of laws and ordinances for the restraint of criminal activities.

**301.8** He/She shall cause an adequate and progressive program of training to be organized and conducted for members of employees of the Police Department.

**301.9** He/She shall initiate investigation into all cases of alleged or apparent misconduct by department personnel or for any other reasonable and just cause. (Ohio Revised Code 737.12). He/She shall suspend from duty and prefer charges against any member or employee preparatory to a hearing before the Director of Public Safety or apply alternate authorized disciplinary measures when they are deemed appropriate.

**301.10** He/She shall at all time inform himself of the affairs of the Police Department and be assured that the duties and responsibilities of his/her subordinate are being properly discharged.

**301.11** He/She shall visit and cause to be visited at irregular and unannounced times, all departmental properties, bureaus, and sections for inspection of the efficiency of their operation.

**301.12** He/She shall exercise general supervision and inspection of all public places within the City and cause the laws and ordinances concerning them to be obeyed.

**301.13** He/She shall develop and conduct a sound public information program to promote public confidence and support, and shall interpret police policies and objectives to members and employees of the Police Department, the press and general public.

**301.14** He/She shall maintain suitable and productive relationships between the Police department and other governmental agencies, and with private organizations, particularly those concerned with traffic or crime prevention and the administration of justice

**301.15** He/She shall submit those reports required of him/her to the Director of Public Safety in such form and detail as to clearly depict conditions and police action taken. He/She shall publish an annual report which presents the problems, services, and activities of the Police Department.

**301.16** He/She shall insure prompt reporting to other city agencies of any important matters falling within their jurisdiction. He/She shall conduct periodic meetings with their staff to discuss and resolve current problems, establish policy and disseminate information.

**301.17** He/She shall maintain an active alliance with professional police authorities and participate in programs for the mutual improvement of proficiency in combating crime and traffic problems.

**301.18** He/She shall develop or adopt new techniques to improve the effectiveness in the discharge of primary police obligations of the Police Department.

**301.19** He/She shall supervise the preparation and presentation of realistic annual budget estimates.

**301.20** He/She shall administer the fiscal affairs of the Department in a manner calculated to convert available resources into maximum effective police service, economically employed, in areas of demonstrable need.

**301.21** He/She shall have custody and control of all books, records, machines, weapons, apparatus and equipment of every kind necessary for the department functions and shall have control of all public property pertaining to and connected therewith and belonging thereto.

**301.22** He/She shall be responsible for the training of all members of the Department. This includes the preliminary training of members upon their appointment to the department, and the continued training of all members of the department to improve their ability to serve the public more efficiently and to keep them abreast of new developments in the law enforcement field.

**301.23** He/She shall continually strive to improve employee working conditions in order to achieve maximum efficiency and morale.

### **303 ADMINISTRATIVE / TRAINING DIVISION CAPTAIN**

The Administrative Captain shall have direct control and supervision over all officers and employees assigned to his/her command. He/She shall be responsible for the operation of the administrative arm of the Police Department and report directly to the Chief of Police. He/She shall also be responsible for the duties and responsibilities as set forth under the Commanding Officers description (Section 304 of the department's Rules and Regulations).

**303.1** He/She shall have specific responsibilities for all training programs, and the firing ranges.

**303.2** He/She shall organize and direct an annual progressive in-service training program with the assistance of Division and Bureau commanders and as directed by the Chief of Police.

**303.3** He/She shall prepare the training curriculum which satisfies department needs and shall procure qualified instructors to present the subject matter.

**303.4** He/She shall supervise the preparation of lesson plans and maintain a lesson plan file. He/She shall furnish materials, such as audio visual aids, to assist in the preparations and presentation of the subject matter.

**303.5** He/She shall control the quality of presentation through advance examination of lesson plans and by monitoring classroom instruction.

**303.6** He/She shall arrange the hours of class instruction in the Academy and publish the complete schedule.

**303.7** He/She shall provide special treatment or modify presentations when an analysis of student performance indicates a need.

**303.8** He/She shall be constantly alert to changes in policy, practice and regulations affecting law enforcement and revise instructions to conform to current developments.

**303.9** He/She shall be responsible for the firearms training program and shall prepare and schedule the members of the department for such training.

**303.10** He/She shall closely evaluate the performance and capabilities of all trainees and report their achievements and his/her recommendations to the Chief of Police.

**303.11** He/She shall keep such records, as department procedure specifies, as to each officer's ability on the firing ranges and shall become a component of each officer's efficiency and departmental record.

**303.12** His/Her administrative duties shall include planning and organizing the activities of assigned personnel and the maintenance of harmonious relationships with other police units.

**303.13** He/She shall obey and transmit promptly all orders of the Chief, ensuring uniform interpretation and full compliance.

**303.14** Ordinarily his/her hours of duty shall be in accordance with the needs of his/her assignment, responding punctually to all assignments.

**303.15** He/She shall familiarize himself/herself with the administrative policy of the Department and diligently execute the service program within his/her area of responsibility.

**303.16** He/She shall be diligent in the enforcing of high ethical standards in the operation and conduct of subordinates.

**303.17** He/She shall when required assist with inquiries involving members of the Police Department.

**303.18** He/She shall at all times inform himself/herself of the affairs of his/her Division and assure the duties of his/her subordinates are being properly discharged.

**303.19** He/She shall at irregular and unannounced times visit units under his/her command, inspecting them for condition efficiency and conformity and take corrective action when needed.

**303.20** He/She shall supervise the preparation and presentation of a realistic annual budget estimate for his/her Division.

**303.21** He/She shall submit written reports when necessary concerning incompetency, misconduct and neglect of duty violations. These reports shall give a recommendation of action.

**303.22** He/She shall review all departmental plans, including operational plans to see they are suitably up to date. He/She shall make adjustments when necessary to policy and procedure.

**303.23** He/She shall propose improvements and modernization of operational methods.

**303.24** He/She shall review communication procedures with the help of the Dispatch Lieutenant and plan for their modernization and increased efficiency.

**303.25** He/She shall with the Administrative Coordinator design and control requisitions.

**303.26** He/She shall with the Record Room Supervisor establish up to date record systems and procedures.

**303.27** He/She shall keep himself/herself, along with the assistance of Planning and Research, informed of all Federal, State, and private funding that relates to the improvement of law enforcement and utilize such programs for the prevention, detection, and suppression of crime.

**303.28** He/She is responsible for the proper and effective functioning of the Internal Affairs Office and their ability to investigate all reports from within or without regarding to personnel or policy problems of an internal or intra-departmental community nature.

**303.29** He/She shall have supervision over the indoor pistol range and the Greenport Road Outdoor Range and shall be responsible for the care and safeguarding of the ranges and the equipment used on these ranges.

**303.30** He/She shall function as a representative of the Department to all public and private agencies concerned in the training of police officers.



**303.31** He/She shall be responsible for the assignment of officers assigned to the Speakers Bureau and shall coordinate this activity by supplying the most knowledgeable speaker as it relates to the subject matter.

**303.32** He/She shall be responsible for scheduling all Hall of Fame security as it pertains to officers of the Canton Police Department.

**303.33** He/She shall when time permits conduct a Citizens Police Academy to familiarize citizens in police duties and functions.

**303.34** He/She shall be responsible for the background investigations of all police candidates as prescribed by Canton Civil Service and shall be chairman of the police interview committee.

**303.35** He/She shall be an advisor in recruitment matters to the EEOC of the City of Canton and attend meetings for recruitment strategies when called upon.

**303.36** He/She shall be responsible for the overall selection process and interview of all interested K-9 handler candidates during the bid process.

**303.37** He/She shall be responsible for the semi-annual Physical Fitness testing and scheduling of police officers.

#### **304 UNIFORM PATROL DIVISION CAPTAIN**

The Patrol Division Captain shall have direct control and supervision, subject to the orders of the Chief of Police, over all officers and employees assigned to his/her command. He/She shall be responsible to and will report directly to the Chief of Police. He/She shall be responsible for the efficiency and effectiveness of his/her subordinates and shall coordinate the functions and activities of the various units of his/her respective command. He/She shall, at all times, require his/her shift to cooperate with other shifts, Divisions and Bureaus of the department and shall suppress any friction which may arise between shifts, Divisions and Bureaus and/or between officers.

**304.1** He/She shall have administrative duties which will include planning, organizing, and directing the activities of assigned personnel and the maintenance of harmonious relationships with other Divisions, Bureaus, and allied agencies.

**304.2** Ordinarily, his/her hours of duty will be established by his/her assignment, but he/she shall be available for duty at all times in cases of special need or emergency. He/She shall respond punctually to all of his/her assignments.

**304.3** He/She shall familiarize himself/herself with the administrative policy of the Police Department and execute the Division and Bureau service program in accordance with said policy.

**304.4** He/She shall be responsible for seeing that all property (confiscated, held in evidence, recovered) processed through his/her Division or Bureau is property marked, tagged, identified and immediately channeled to the property clerk.



**304.5** He/She shall familiarize himself/herself with the administrative policy of the Department and diligently execute the program within his/her area of responsibility providing for:

1. Prevention and suppression of crime.
2. Protection of life and property.
3. Apprehension and prosecution of offenders.
4. Preservation of peace.
5. Enforcement of regulatory measures.

**304.6** He/She shall be diligent in enforcing the observance of high ethical standards of performance and conduct of members and employees of the Police Department.

**304.7** He/She shall, under direction of the Chief of Police, assist in the administration of the Department program for:

1. Organizing and conducting personnel training programs.
2. Improving working conditions for maximum efficiency and morale.
3. Using personnel records and performance evaluations for individual guidance and improvement.
4. Improving efficiency and cooperation in areas of common responsibility.
5. Advancing the Public Information Program for promoting public support, understanding and confidence.
6. Insuring the proper and economical use of police manpower, property and equipment.
7. Promoting personnel and fleet safety.

**304.8** He/She shall insure the proper conduct of roll call assembly during which members are instructed and inspected. Instruction shall include the complete transmission of orders and information both from officers to their command and from relief to relief.

**304.9** He/She shall investigate systematically all cases of apparent or alleged misconduct by his subordinates, preparing reports and recommendation for high authority with a copy to the Chief of Police.

**304.10** He/She shall cause to be kept in his office, records of all transactions of his/her Division or Bureau, including assignments and work performed by each member of his/her command, all communications pertaining to the Division or Bureau and such other operational records as may be required.

**304.11** He/She shall supervise all communications concerning matters between the Divisions or Bureaus and other law enforcement agencies. All communications shall be under the name of the Chief of Police.

**304.12** He/She shall at all time inform himself/herself of the affairs of his/her Division or Bureau and be assured that the duties and responsibilities of his subordinates are properly discharged.

**304.13** He/She shall analyze crime and incident reports daily to determine trends as a basis for tactical deployment of resources and direction of police operations.

**304.14** He/She shall assign personnel by time and by area to most efficiently meet the objectives of the Division or Bureau.

**304.15** He/She shall make daily examination of personnel reports and other reports to insure proper deployment and control of members and employees under his/her command.

**304.16** He/She shall examine reports for conformity with approved procedures as outlined by various authoritative instructions, referring improper or incomplete reports in reverse order through original channels for corrections and explanation of deficiency.

**304.17** He/She shall, at irregular and unannounced times, visit all parts of the Division or Bureau under his/her command to observe conditions, efficiency of operation and conformity with regulations and orders, initiating corrective action or disciplinary measures as deemed necessary.

**304.18** He/She shall exercise a general supervision and inspection of all public places within his/her area of assignment and cause the laws, ordinances and regulations to be enforced.

**304.19** He/She shall be responsible for the preparation of required correspondence, reports and maintenance of records relating to the activities of his/her command. He/She shall be responsible for the communicating of information up and down the chain of command as required.

**304.20** He/She shall be responsible for the proper use and maintenance of quarters, equipment, supplies and material assigned to his command.

**304.21** He/She shall not send any member of his command outside the County or State without the expressed consent of the Chief of Police.

**304.22** He/She shall be responsible to the Chief of Police for regulation of Division or Bureau functions, and the proper and effective utilization of personnel assigned to his command.

**304.23** He/She shall be responsible for the scheduling of days off for members of his/her command. This shall be accomplished in conformance with department policy and procedure.

**304.24** He/She shall insure prompt reporting to other city agencies of any important matter within their jurisdiction.

**304.25** He/She shall furnish staff supervision, resources, and services of his/her assignment to other Divisional units so that they may achieve common objectives.

**304.26** He/She shall extend such cooperation to representatives of the press, radio, television and other media as may be consistent with the policies of the Chief of Police and endeavor to maintain harmony and accord between such media and the Police Department.

**304.26** He/She shall be responsible for all training programs for the Auxiliary Police Unit.

**304.27** He/She shall keep records of all activities of the Police Auxiliary Unit, such as hours worked, personnel assignments, and those police functions in which the Auxiliary assisted. He/She shall be charged with the proper issuance of Auxiliary uniforms and equipment, their care and storage when not in use.

### **305 INVESTIGATIVE DIVISION CAPTAIN**

The Captain of the Investigative Division shall have direct control and supervision over all officers and civilian employees assigned to his/her command. The Captain shall be responsible for all operations within the Investigative Division and shall reply directly to the Chief of Police. The Captain is responsible for the proper performance of assigned duties by subordinates in accordance to established rules, regulations, policy and procedures related to: 1) employee performance and conduct and 2) the appropriate resolution of criminal investigations assigned in the Division under his command. The Captain will provide for continuation of his command and/or supervision during his absence.

**305.1** He/She shall be responsible for the administrative duties which include the planning, organizing and directing of the investigations and activities of his/her assigned personnel. He/She shall be responsible for the maintenance of harmonious working relationships between his/her assigned Bureaus, other department Divisions and Bureaus, and outside allied criminal justice agencies. He/She shall exercise staff supervision over all functions relating to the Police Department's criminal investigations, resulting arrests and prosecutions.

**305.2** He/She shall normally work his/her hours of duty as determined by his/her assignment, but will be available for duty at all times in cases of special needs or emergency. He/She shall respond punctually to all of his/her assignments.

**305.3** He/She shall be responsible for the complete, accurate and prompt preparation of departmental reports pertaining to cases assigned to the Division. He/She shall be responsible for seeing that all property (confiscated, evidentiary, or recovered) processed through his/her Division is properly marked, tagged, identified and immediately channeled to the property section in accordance with established departmental procedures.

**305.4** He/She shall review the scheduling of all officers under his/her command to ensure the personnel resources of the Division are utilized in the most efficient and effective manner possible. Final personnel scheduling decisions are the responsibility of the Investigative Division Captain. He/She shall be responsible for the punctual attendance of all personnel within his/her command and shall see that appropriate records are completed concerning each subordinate's attendance, overtime, days off, vacation, sick days and leave of absence as reported by departmental policy and procedure. He/She shall be responsible to the Chief of Police for regulation of Division and Bureau functions and the effective utilization of personnel assigned to his/her command.

**305.5** He/She shall be diligent in enforcing the observance of high ethical standards of performance and conduct of employees under his/her command. He/She shall at all times inform himself/herself of the affairs of his/her Division and be assured that the duties and responsibilities of his/her subordinates are properly discharged. He/She shall investigate systematically all cases of apparent or alleged misconduct by his/her subordinates, preparing reports and recommendations for the Chief of Police. He/She shall, at irregular and unannounced times, visit all parts of the Division or assigned Bureaus under his/her command to observe and inspect conditions, efficiency of operation and conformity with regulations and orders, initiating corrective action or disciplinary measures as deemed necessary and appropriate.

**305.6** He/She shall cause to be analyzed crime and incident reports in a timely fashion to determine trends as a basis for special investigation. He/She shall assign detectives to special investigative assignments as deemed necessary to investigate specific crimes or circumstances. He/She shall closely monitor and review the activities of the special assignment detail and report back directly to the Chief of Police in a

timely fashion. The establishment or discontinuation of special investigative assignments shall have prior approval of the Chief of Police.

**305.7** He/She shall be responsible for the filing of all felony charges resulting from assigned cases investigated by the Division. He/She shall give all necessary aid to subordinates in the preparation of their cases and when in doubt as to the status of the case, he/she shall consult with the proper authorities so there will be no mistrial caused by neglect on the part of members of his/her command. He/She shall be accountable for the preparation, attendance and presentation of cases in Court by members of his/her command. He/She shall be responsible for the prompt service of all official notices or subpoenas which may be sent to his/her Division by the proper authority. He/She shall keep the Chief of Police fully apprised as to the work of the Division and when important cases are under investigation, he/she shall consult frequently and advise the Chief of Police such progress being made with the investigation.

**305.8** He/She shall be responsible for the preparation of required correspondence, reports and maintenance of records relating to the activities of his/her command. He/She shall be responsible for the communication of information up and down the chain of command as required. He/She shall be responsible for the proper use and maintenance of quarters, equipment, supplies, and material assigned to his/her command. He/She shall furnish staff supervision, resources, and services of his/her assignment to other Divisional units so that they may achieve common investigative objectives.

**305.9** He/She shall extend such cooperation to representatives of the press, radio, television, and other media as may be consistent with departmental policy. He/She shall endeavor to maintain harmony and accord between such media and the investigative Division. He/She shall not permit any person access to the investigative Division premises for the purpose of selling or offering for sale goods of any description, or canvas or solicit for any purpose whatsoever without the expressed permission of the Chief of Police.

**305.10** He/She shall be responsible for the enforcement within the investigative Division of all Federal Laws, Laws of the State of Ohio, and Ordinances of the City of Canton coming within his/her command.

### **306 COMMANDING OFFICER**

Subject to direction from the Chief of Police, a commanding Officer has direct control over all members and employees within his command. A Commanding Officer may hold the rank of Captain or Lieutenant. A Commanding Officer in the Department will consist of any Captain or the Lieutenant in charge of the Detective Bureau, Traffic Bureau, Staff Lieutenant, Special Investigations Unit, Training Bureau, Office of Professional Standards, and or any new bureau designated by the Chief of Police. He/She is responsible for the direction and control of personnel under his/her command to assure the proper performance of duties and adherence to established rules, regulations, policies and procedures. He/She will provide for continuation of command and/or supervision during their absence.

**306.1** He/She shall have administrative duties which will include planning, organizing, and directing the activities of assigned personnel and the maintenance of harmonious relationships with other Divisions, Bureaus, and allied agencies.

**306.2** Ordinarily, his/her hours of duty will be established by his/her assignment, but he/she shall be available for duty at all times in cases of special need or emergency. He/She shall respond punctually to all of his/her assignments.



**306.3** He/She shall familiarize himself/herself with the administrative policy of the Police Department and execute the Division and Bureau service program in accordance with said policy.

**306.4** He/She shall be responsible for seeing that all property (confiscated, held in evidence, recovered) processed through his/her Division or Bureau is properly marked, tagged, identified and immediately channeled to the property clerk.

**306.5** He/She shall familiarize himself/herself with the administrative policy of the Department and diligently execute the program within his/her area of responsibility providing for:

1. Prevention and suppression of crime.
2. Protection of life and property.
3. Apprehension and prosecution of offenders.
4. Preservation of peace.
5. Enforcement of regulatory measures.

**306.6** He/She shall be diligent in enforcing the observance of high ethical standards of performance and conduct of members and employees of the Police Department.

**306.7** He/She shall, under direction of the Chief of Police, assist in the administration of the Department program for:

1. Organizing and conducting personnel training programs.
2. Improving working conditions for maximum efficiency and morale.
3. Using personnel records and performance evaluations for individual guidance and improvement.
4. Improving efficiency and cooperation in areas of common responsibility.
5. Advancing the Public Information Program for promoting public support, understanding and confidence.
6. Insuring the proper and economical use of police manpower, property and equipment.
7. Promoting personnel and fleet safety.

**306.8** He/She shall insure the proper conduct of roll call assembly during which members are instructed and inspected. Instruction shall include the complete transmission of orders and information both from officers to their command and from relief to relief.

**306.9** He/She shall investigate systematically all cases of apparent or alleged misconduct by his subordinates, preparing reports and recommendation for high authority with a copy to the Chief of Police.

**306.10** He/She shall cause to be kept in his office, records of all transactions of his/her Division or Bureau, including assignments and work performed by each member of his/her command, all communications pertaining to the Division or Bureau and such other operational records as may be required.

**306.11** He/She shall supervise all communications concerning matters between the Divisions or Bureaus and other law enforcement agencies. All communications shall be under the name of the Chief of Police.

**306.12** He/She shall at all time inform himself/herself of the affairs of his/her Division or Bureau and be assured that the duties and responsibilities of his subordinates are properly discharged.



**306.13** He/She shall analyze crime and incident reports daily to determine trends as a basis for tactical deployment of resources and direction of police operations.

**306.14** He/She shall assign personnel by time and by area to most efficiently meet the objectives of the Division or Bureau.

**306.15** He/She shall make daily examination of personnel reports and other reports to insure proper deployment and control of members and employees under his/her command.

**306.16** He/She shall examine reports for conformity with approved procedures as outlined by various authoritative instructions, referring improper or incomplete reports in reverse order through original channels for corrections and explanation of deficiency.

**306.17** He/She shall, at irregular and unannounced times, visit all parts of the Division or Bureau under his/her command to observe conditions, efficiency of operation and conformity with regulations and orders, initiating corrective action or disciplinary measures as deemed necessary.

**306.18** He/She shall exercise a general supervision and inspection of all public places within his/her area of assignment and cause the laws, ordinances and regulations to be enforced.

**306.19** He/She shall be responsible for the preparation of required correspondence, reports and maintenance of records relating to the activities of his/her command. He/She shall be responsible for the communicating of information up and down the chain of command as required.

**306.20** He/She shall be responsible for the proper use and maintenance of quarters, equipment, supplies and material assigned to his command.

**306.21** He/She shall not send any member of his command outside the County or State without the expressed consent of the Chief of Police.

**306.22** He/She shall be responsible to the Chief of Police for regulation of Division or Bureau functions, and the proper and effective utilization of personnel assigned to his command.

**306.23** He/She shall be responsible for the scheduling of days off for members of his/her command. This shall be accomplished in conformance with department policy and procedure.

**306.24** He/She shall insure prompt reporting to other city agencies of any important matter within their jurisdiction.

**306.25** He/She shall furnish staff supervision, resources, and services of his/her assignment to other Divisional units so that they may achieve common objectives.

**306.26** He/She shall extend such cooperation to representatives of the press, radio, television and other media as may be consistent with the policies of the Chief of Police and endeavor to maintain harmony and accord between such media and the Police Department.

**306.27** He/She shall be responsible for the punctual attendance of all personnel within his command and shall see that records are completed of each member's attendance, overtime, days off, leave of absence, sick days and vacations in such a manner and form as directed by the Chief of Police.

**306.28** He/She shall, in accordance with the direction of the Chief of Police, observe probationary officers assigned to his command; and prior to the expiration of their probationary period, he/she shall submit to the Chief of Police a detailed report concerning qualifications to secure permanent status.

**306.29** He/She shall be responsible for the enforcement within his/her command of all Federal Laws, Laws of the State of Ohio and Ordinances of the City of Canton coming within the jurisdiction of the Police department.

**306.30** He/She shall give all necessary aid to subordinates in the preparation of their cases and when in doubt as to the status of the case, he/she shall consult with the proper authorities so there will be no mistrial caused by any neglect on the part of the members of his/her command. He/She shall be accountable for the preparation, attendance and presentation of cases in Court by members of his/her command.

**306.31** He/She shall, when a member of his command is reported unable to perform duty on account of illness or other disability, after three days, visit such member to ascertain the circumstances attending such disability. He/She shall continue to visit said sick and disabled member each and every five day period. A progress report on such member shall be forwarded to the Chief of Police. When such member returns to duty, the time and date shall be noted and the member shall sign the prescribed form. He/She shall review the form and affix his signature to it indicating either approval or disapproval of the member's absence.

**306.32** He/She shall be responsible for the prompt service of all official notices or subpoenas which may be sent him/her by proper authority.

**306.33** He/She shall carefully read and explain to the members of his/her command all general orders and all special orders when so indicated. All such orders, after having been so read and explained, shall be posted on the bulletin board provided for that purpose for a reasonable length of time, after which they will be filed. Members who for reason of absence are not officially informed of such orders shall be so instructed thereof.

**306.34** He/She shall not permit any person in the police building for the purpose of selling or offering for sale goods of any description, or canvass or solicit for any purpose whatsoever without the expressed permission of the Chief of Police.

**306.35** In the event of death of any member of his/her command, he/she shall personally call the home of the deceased, acquaint himself/herself with the family conditions and forward the information to the Chief of Police so that the necessary assistance will be provided.

### **307 TRAFFIC COMMANDER**

The Traffic Coordinator shall exercise staff supervision over all functions related to traffic safety, traffic control and traffic enforcement in the City. He shall have direct control and supervision over all officers and employees assigned to his command and shall be directly responsible to the Uniformed Patrol Division Captain. He shall be responsible for the duties and responsibilities as set forth in this section and, also, in the Commanding Officer (Section 307 Rules and Regulations)..

**307.1** He/She shall be responsible for the efficient and proper enforcement of all state statutes and City Ordinances pertaining to traffic, pedestrian movement and the parking of motor vehicles.

**307.2** He/She shall have supervision of traffic matters involving special events such as parades, street festivals, athletic functions, or any other public event which may present a traffic problem.

**307.3** He/She shall make regular inspections of the City, noting traffic conditions and shall assign the personnel under his command in such a manner as to accomplish the greatest efficiency in traffic regulation, parking control, traffic enforcement and accident investigations and prevention.

**307.4** He/She shall at irregular and unannounced times visit locations where traffic situations require police attention, making inspections of the police operations and initiating corrective action where deemed necessary.

**307.5** He/She shall be responsible for the maintenance of records that are necessary in evaluating the effects of enforcement as it pertains to traffic.

**307.6** He/She shall be responsible in supervising subordinates in the making of proper investigations of accidents and the prosecution of traffic violators.

**307.7** He/She shall have supervision over the Police Auto Impound Lot and City Parking Decks and Attendants.

**307.8** He/She shall be constantly alert and advised as to any amended or new laws or ordinances pertaining to traffic and shall take such action as is required in the posting of proper traffic signs and enforcement procedures.

**307.9** He/She shall function as the department representative to all public and private agencies concerned with traffic problems.

**307.10** He/She shall prepare or cause to be prepared a "Daily Lineup Roster", copies of which shall be forwarded to the Chief of Police, Uniform Division Commander and Communications Center.

**307.11** He/She shall personally respond to the scene of a major accident during his duty hours and assume full command of the investigation.

**307.12** He/She shall process all traffic accident reports involving Police and City owned vehicles and such reports shall be channeled to the proper authorities.

**307.13** He/She shall serve as the Liaison to the Canton Police Auxiliary Unit and the Youth Corps program to ensure each unit is properly trained and monitored.

**307.14** He/She shall oversee the Canton Metro Crash Team in all responses, investigations and training.

### **308 SIU/CRIMINAL INTELLIGENCE BUREAU COMMANDER**

The Commanding Officer of the SIU Unit shall have direct control and supervision over all officers and employees assigned to his command. He shall be totally responsible for the operation of the Vice Unit and report directly to the Investigative Division Captain. He shall be responsible for the duties and responsibilities as set forth in this section and, also, in the Commanding Officer (Section 307. Rules and Regulations).

**308.1** He shall be responsible for the processing of all cases pertaining to gambling, prostitution, liquor violations, obscene materials, narcotics, drugs and sexual activity.

**308.2** He shall at all time keep the Chief informed and advised as to the activities of his Bureau and shall as frequently as is necessary consult with the Investigative Division Captain on vice matters.

**308.3** He shall when formulating the Unit's program, deploy and utilize the personnel of his command toward the most efficient enforcement program and shall provide for:

1. Inspection of public and commercial amusement places.
2. Investigation of conditions affecting the moral welfare of the community.
3. Enforcement of all laws, ordinances, and regulations for the control and suppression of illegal traffic and activities in liquor, narcotics, drugs, gambling and prostitution.
4. Any other phase of police function which may be assigned to his Bureau by the Investigative Division Commander.

**308.4** He shall cooperate with Federal Agencies in the suppression of gambling and prostitution where such acts are in violation of Federal laws.

**308.5** He shall be responsible for the enforcement of State laws and City ordinances prohibiting the editing, publishing, selling, offering for sale, or distributing obscene printed books, articles, cards, pamphlets, leaflets, photographs, phonograph records and movies.

**308.6** He shall function as the department representative to all public and private agencies concerned with vice control and narcotic and drug control.

**308.7** He shall supervise the marking, identifying and tagging of all evidence held in connection with official cases. He shall be responsible for the processing of all evidence as per Departmental procedures.

### **309 FISCAL MANAGER (Civilian)**

The Fiscal Manager of the Police Department shall be responsible for the operation making purchases, invoice payment and for the duties and responsibilities as set forth in this section. He/She shall report directly to the Administrative Division Commander.

**309.1** He/She shall have complete authority over the functions of the Fiscal Manager and be directly responsible to the Administrative Division Captain.



**309.2** He/She shall have the responsibilities for:

1. Managing the Police Department Budget, acquiring needed supplies and ensuring all invoices are paid.
2. The maintaining of personnel efficiency records.
3. The maintaining of personnel service records.
4. All department classification records.
5. Taking yearly inventory and the records applicable thereto.
6. Administrating and record keeping for all insurance and compensations as indicated or prescribed by departmental procedure.

**309.4** He/She shall be responsible for assisting in the preparation of the annual department budget and shall forward such budget to the Chief of Police for his approval.

**309.5** He/She shall be responsible for the supervision of equipment and supply requisitions and shall be charged with the distribution of such equipment and supplies.

**309.6** He shall be responsible for the processing of all purchase orders relating to Police Department purchases.

#### **310 DETECTIVE BUREAU LIEUTENANT**

A Lieutenant assigned to the Detective Bureau shall be under the direct supervision of the Commanding Officer of the Investigative Division and shall be responsible for the efficient operation of his/her assignment in conformance with established procedures and policies. He/She shall be responsible for the duties and responsibilities as set forth in this section and, also, in the Commanding Officers (Section 307. Rules and Regulations).

**310.1** He/She shall exercise authority commensurate with their responsibility and be accountable to his/her Commanding Officer.

**310.2** He/She shall obey, and transmit to all personnel under their supervision, all legitimate orders, and shall be sure that all orders are fully understood and executed efficiently and diligently.

**310.3** Ordinarily his/her hours of duty shall be established by his/her assignment but he/she shall be available at all times in case of special need or emergency, he/she shall respond punctually to all of his/her assignments.

**310.4** He/She shall familiarize themselves with the administrative policy of the Detective Bureau and diligently execute the programs within his/her area of responsibility providing for:

1. Prevention and suppression of crime.
2. Protection of life and property.
3. Apprehension and prosecution of offenders.
4. Preservation of peace.
5. Enforcement of regulatory measures.

**310.5** He/She shall assist his Commanding Officer in the investigation of all apparent or alleged misconduct by his/her subordinate personnel, and shall procure evidence sufficient to sustain or refute such allegation.



**310.6** He/She shall follow-up the activities of Sergeants and investigators under his/her supervision, to determine whether police duties, orders and instructions are promptly and efficiently performed. He/She shall interview complainants and see that complaints have received proper attention.

**310.7** He/She shall require from his subordinates the proper attitude of respect and obedience at all times, and shall on all occasions maintain proper decorum as a supervising officer.

**310.8** He/She shall be observant, discreet and logical in his/her deductions, loyal and impartial in the performance of his duty, and set an example of sobriety, character, efficiency, observance of discipline, neatness and cleanliness in person and equipment.

**310.9** He/She shall, in the absence of the Commanding Officer of the Detective Bureau, respond to the scene of any major crime which may occur during his/her hours of duty and take charge of the scene until relieved by a superior officer.

**310.10** He/She shall under the direction of his/her Commanding Officer assist in the administration of the Detective Bureau Program for:

1. Personnel training.
2. Improving working conditions for maximum efficiency and morale.
3. Using personnel records and performance individual guidance and evaluations for improvement.
4. Improving efficiency and cooperation in areas of common responsibility.
5. Advancing the Public Information Program for promoting public support, understanding and confidence.
6. Proper and economical use of division property and equipment.

**310.11** He/She shall be held accountable for the conduct and appearance of subordinates, and will be deemed guilty of neglect of duty and inefficiency when those under his supervision are habitually lax or indifferent in the performance of duties.

**310.12** He/She shall familiarize himself with administrative policy and execute the service program within his area of responsibility.

**310.13** He/She shall be diligent in enforcing the observance of high ethical standards in the performance and conduct of members and employees under his supervision.

**310.14** He/She shall devote the maximum possible time to the appropriate exercising with his subordinates inspection and supervision of his noting deficiencies and making corrections and recommendations, always degree of leadership commensurate responsibility.

**310.15** He/She shall provide for and supervise periodic inspection of all police equipment and motor vehicles used by personnel assigned to him.

**310.16** He shall make reports and keep records necessary to the efficient operation of his assignment or as prescribed by his Commanding Officer or the Deputy Chief in charge of the Investigation Division.

**310.17** He/She shall be alert to the need for improved techniques for operation of his assignment and submit pertinent recommendations for their adoption through his Commanding Officer.

**310.18** He/She shall examine reports for conformity with the procedures outlined in current directives for complete investigating and reporting.

**310.19** He/She shall, at the beginning of his hours of duty, secure all information pertinent to the proper conduct of business from the Commanding Officer or Lieutenant in charge of the preceding shift, and at the conclusion of his hours of duty impart such information to the Commanding Officer or Lieutenant in charge of the relieving shift.

**310.20** He/She shall assist the Commanding Officer of the Detective Bureau with Roll Call, or conduct Roll Call in his absence, and shall communicate all orders and necessary information, and shall issue duty assignments to the personnel under his supervision.

**310.21** He/She shall take necessary corrective action and report in writing to his immediate supervisor every serious breach of discipline or neglect of duty by any member or employee under his supervision.

**310.22** He/She shall be thoroughly familiar with the City Ordinances, Federal and State Laws, and all phases of the duties of a Sergeant and Investigator and shall instruct the personnel under his supervision in the proper performance of their duties.

**310.23** He/She shall serve all legal warrants assigned to him and execute required returns.

### **311 OFFICE OF PROFESSIONAL SERVICES COMMANDER**

The Commander of the Office shall be the rank of Lieutenant and shall have command and control of the Office of Professional Standards and all officers working under his command and shall report directly to the Chief of Police. He shall be responsible for the duties and responsibilities as set forth in this section and, also, in the Commanding Officer (Section 307. Rules and Regulations).

**311.1** The Office of Professional Services Commander is responsible for the thorough investigation of all administrative and inter-departmental investigations that are lodged by citizens, police officers or the Chief of Police in regards to officer misconduct or violations of departmental rules or regulations.

**311.2** The Office of Professional Services Commander has the ultimate responsibility to ensure that all cases assigned to his bureau are carefully and thoroughly investigated to the best of his/her ability and in conformance with State and Federal laws.

**311.3** He/She shall ensure that the officers assigned under their command are properly and efficiently utilizing their time in order to handle the large caseload assigned to the bureau.

**311.4** He/She shall obey, and transmit to all personnel under his/her supervision, all legitimate orders, and shall be sure that all orders are fully understood and executed efficiently and diligently.

**311.5** Ordinarily his/her hours of duty shall be established by their assignment but they shall be available at all times in case of special need or emergency, he/she shall respond punctually to all of their assignments.

**311.6** He/She shall familiarize themselves with the administrative policy of the department and diligently adhere to and execute it within their area of responsibility.

**311.7** He/She shall follow-up the activities of any officers under their supervision, to determine whether police duties, orders and instructions are promptly and efficiently performed. He/She shall interview complainants and see that complaints have received proper attention.

**311.8** He/She shall require from their subordinates the proper attitude of respect and obedience at all times, and shall on all occasions maintain proper decorum as a supervising officer.

**311.9** He/She shall maintain the department's digital telephone logger system in accordance with departmental rules and regulations.

**311.10** He/She shall be observant, discreet and logical in his deductions, loyal and impartial in the performance of their duty, and set an example of sobriety, character, efficiency, observance of discipline, neatness and cleanliness in person and equipment.

**311.11** He/She shall be able to learn to operate all the equipment associated with the daily operation of the Office including personal computer and peripheral equipment, audio recording devices, fax machines, copiers, telephones and other equipment unique to the Office of Professional Standards.

**311.12** He/She shall investigate problems arising from group conflicts and work toward the alleviation of such tensions.

**311.13** He/She shall conduct investigations into allegations of improper conduct of police department employees that would constitute a violation of work rules or a violation of law and to obtain evidence necessary to affirm or dispel the allegations of improper or illegal activity.

**311.14** He/She shall interviews and/or interrogates witnesses, suspects, victims, and others, both cooperative and hostile, to obtain information relevant to the investigation.

**311.15** He/She shall conduct searches for evidence in a systematic manner and determine the existence of a criminal or administrative violation using investigative methods and techniques.

**311.16** He/She shall examine crime scenes to gather physical evidence and other information relevant to the investigation.

**311.17** He/She shall administer the preparation and secure storage of Profession Standards case files.

**311.18** He/She shall administer the records retention schedule for his/her Bureau.

**311.19** He/She shall ensure the history of each case being investigated, preparing comprehensive documentation for the department and the Chief of Police with recommendations for the disposition of the investigation.

**311.20** He/She shall present evidence and investigative findings during disciplinary hearings, and court trials for employee misconduct and violations of law.

**311.21** He/She shall create duplicate audio tapes and recorded telephone conversations when authorized through proper departmental procedures.

**311.22** He/She shall investigate any other case or perform any other duty assigned to him/her by the Chief of Police.

## **312 PATROL SHIFT COMMANDER**

Each patrol shift will have a Lieutenant assigned as a Patrol Shift Commander who is directly responsible to the Uniformed Division Captain for the proper performance and utilization of his/her specifically assigned shift. He/She shall also be responsible for the duties and responsibilities as set for the under the Commanding Officers description (Section 304 of the department's Rules and Regulations). The Patrol Shift Commanders will act as the Officer in Charge (OIC) of the daily departmental operations when the Chief of Police and Division Commanders are not on duty. In the absence of the Patrol Shift Commander, the senior sergeant on duty for that shift will be "Acting in Command" for the purposes of serving as the Officer in charge.

**312.1** He/She shall be responsible for the proper assignment of all officers under his/her command to effectively patrol the city and respond to any emergency promptly.

**312.2** He/She shall provide for the daily inspection of police officers assigned to patrol and correct any non-compliance with departmental standards of uniform or equipment.

**312.3** He/She shall provide for all significant changes in departmental rules, regulations, policies, and procedures to be explained first at roll call ensuring that each man assigned to his supervision understands them.

**312.4** He/She shall coordinate the deployment and activities of Patrol personnel.

**312.5** He/She shall be responsible for the conduct of roll calls, dissemination of information and/or materials, and inspection of officers for fitness for duty.

**312.6** He/She shall ensure the proper use of radio procedures by all members under his command.

**312.7** He/She shall ensure that inspections of motor vehicles and equipment are carried out and that the results of such inspections are properly reported by current departmental procedures.

**312.8** He/She shall provide for the security, cleanliness, and maintenance of headquarters and department equipment during his/her tour of duty.

**312.9** He/She shall advise and assist subordinates in all phases of police work requiring his/her expertise.

**312.10** He/She shall ensure that all persons coming into Headquarters are treated courteously.

**312.11** He/She shall ensure proper processing of all complaints received by citizens.

**312.12** He/She shall maintain the order and security of headquarters and the proper conduct of officers.



**312.13** He/She shall examine for approval or disapproval all reports or records submitted by officers under his/her command. If approved, sign the report or record in the proper place. If disapproved, order the police officer to correct the deficiencies and resubmit the report or record.

**312.14** He/She shall brief the on-coming Shift Supervisor on actions occurring during his shift and current equipment status.

**312.15** He/She shall be responsible for ensuring the prompt and effective service of all summons, subpoenas, warrants, and other official documents forwarded by proper authorities.

**312.16** He/She shall provide reviews and appraisals of the performance of subordinate supervisors.

**312.17** He/She shall personally respond to any emergency or occurrence of a serious or unusual nature which arises within his jurisdiction, unless his/her presence at headquarters would be of more value under the circumstances. Under the latter circumstance, he/she shall assign a supervisory officer to take command at the scene of the emergency.

**312.18** He/She shall report any unusual occurrence, homicide, attempted homicide or other aggravated crimes to the Chief of Police immediately.

**312.19** He/She shall be responsible for the treatment of prisoners while in the station or jail and under no circumstance will unnecessary violence be allowed in the management of a prisoner.

**312.20** He/She shall be responsible for the efficiency, discipline and morale of all members of his/her command. He/She shall submit written reports, through the proper channels, concerning incompetency, misconduct, neglect of duty or violations of rules and regulations by his subordinates. These reports shall contain recommendations as to what action shall be taken against the subordinate.

**312.21** He/She shall closely supervise the activities of his/her subordinates, making corrections where necessary and commending good work where appropriate. He/She shall have a working knowledge of the duties and responsibilities of his/her subordinates and be available for assistance or instructions as may be required. He/She shall critically observe procedures affecting the operation of his/her command and shall recommend changes designed to increase its effectiveness.

**312.22** He/She shall be expressly required to see that all complaints and requests for service anywhere in the City are promptly and properly investigated and that appropriate action is taken.

**312.23** He/She shall summon the member in charge of the Detective Bureau in all homicide cases. The member in charge of the Detective Bureau will take charge of the investigation when he arrives at the scene.

**312.24** He/She shall require members of his command to give special attention to places where criminals, gamblers, prostitutes, vagrants and persons associated with them may congregate. All legal means shall be employed to arrest them for eventual prosecution and suppress their activities.

**312.25** He/She shall counsel subordinate officers in the performance of their duties and shall take suitable action in the cases of any laxity, misconduct, incompetence, inefficiency or neglect of duty that may come to his attention.



**31.26** He/She shall see that all members of his command are inspected and shall see that all members are properly uniformed and equipped. Such inspections shall be held prior to the start of each shift.

**312.27** He/She shall perform any other duty or complete any other task assigned to him/her by the Patrol Division Commander, or Chief of Police.

### **313 POLICE SERGEANT**

A Police Sergeant shall be responsible for the efficient operation of his assignment in conformity with established procedures and policies of the Police Department.

**313.1** He/She shall exercise authority commensurate with their responsibility and be accountable to an assigned supervisor.

**313.2** He/She shall obey and submit promptly all legitimate orders, insuring uniform interpretation and full compliance.

**313.3** Ordinarily, his/her hours of duty shall be established by their assignment, but they shall be available at all times and in cases of special need or emergency. He/she shall respond punctually to all of their assignments.

**313.4** He/She shall familiarize themselves with the administrative policy of the department and diligently execute the programs within their area of responsibility providing for:

1. Prevention and suppression of crime.
2. Protection of life and property.
3. Apprehension and prosecution of offenders.
4. Preservation of peace.
5. Enforcement of regulatory measures.

**313.5** He/She shall familiarize themselves with administrative policy and execute the service program within their area of responsibility.

**313.6** He/She shall be diligent in enforcing the observance of high ethical standards in the performance and conduct of members and employees of the Police Department.

**313.7** He/She shall, under the direction of his supervisor, assist in the administration of the departments program for:

1. Personnel training.
2. Improving working conditions for maximum efficiency and morale.
3. Using personnel evaluations for improvement. Records and performance individual guidance and
4. Improving efficiency and cooperation in areas of common responsibility.
5. Advancing the Public Information Program for promoting public support, understanding and confidence.
6. Proper and economical use of department property and equipment.

**313.8** He/She shall assemble personnel under their command for pre-tour briefing, inspect their persons, uniforms, and equipment, and provide them with instructions and guidance necessary to the performance of their duties.

**313.9** He/She shall take necessary corrective action and report to their immediate supervisor any instance of un-fitness detected at inspection or during his tour of duty.

**313.10** He/She shall take necessary corrective action and report in writing to their immediate supervisor every serious breach of discipline or neglect of duty by any member or employee.

**313.11** He/She shall exercise the general supervision of inspection in all public places within their assignment, and cause the laws, ordinances, regulations concerning their operations to be enforced.

**313.12** He/She shall devote the maximum possible time to the inspection and supervision of their subordinates, noting deficiencies and making appropriate corrections and recommendations, always exercising a degree of leadership commensurate with their responsibility.

**313.13** He/She shall provide for and supervise periodic inspection of all police equipment and motor vehicles used by personnel assigned to him/her.

**313.14** He/She shall make reports and keep records necessary to the efficient operation of their assignment or as prescribed by higher authority.

**313.15** He/She shall be alert to the need for improved techniques for operation of his/her assignment and submit pertinent recommendations for their adoption through their immediate supervisor.

**313.16** He/She shall examine reports for conformity with the procedures outlined in current directives for complete investigating and reporting.

#### **314 DETECTIVE BUREAU INVESTIGATOR**

A Patrol Officer assigned to the Detective Bureau shall be responsible through supervisors to the Commanding Officer of the Detective Bureau for the efficient operation of his/her assignment in conformance with established procedures and policies.

**314.1** He/She shall be charged with the investigation of criminal cases, arrest of criminal offenders, location of missing persons, recovery of lost and stolen property, and the proper processing of fugitive requisitions.

**314.2** He/She shall acquire a thorough knowledge of the criminal code of law and the elements that constitute criminal acts and violations of various section thereof; and shall have a thorough knowledge of the rules of evidence and search seizure. He shall familiarize himself with the criminal classes, acquiring knowledge of their practices, haunts and associations and acquaint himself with various methods used by criminals in the commission of crime and evading detection.

**314.3** He/She shall follow-up each case assigned to him until there is a final official disposition of such case. He/She shall interview and advise complainants in person at reasonable intervals relative to the status of the case number investigation in which the complainant is concerned.

**314.4** He shall cooperate with all members of the Police Department in the prevention and detection of crime, the arrest of criminals and the enforcement of all laws and ordinances.

**314.5** Ordinarily, his/her hours of duty shall be established by their assignment, but he/she shall be available at all times in case of special need or emergency, they shall respond punctually to all of their assignments.

**314.6** He/She shall submit written supplementary offense reports relative to assigned cases and shall keep His/her intermediate supervisor advised daily of the progress and development of major and serious cases assigned to him/her.

**314.7** He/She shall not enter into official Detective Bureau correspondence over their signature, nor shall they convey official Bureau communications by telephone or otherwise outside the City, except by express permission of his Commanding Officer.

**314.8.** He/She shall, when leaving the City on police business for a period of more than twenty-four hours, notify their intermediate supervisor upon their arrival at the destination. He/She shall keep in close communication with the Detective Bureau at all times during their absence and prior to leaving for the return to the City, communicate the time of departure. If his/her assignment calls for bringing back a prisoner, they shall inform their commanding officer whether or not his is returning with or without the prisoner.

**314.9** He/She shall, after their absence from the City on police business, render to the Fiscal Manager a correct account of expenses incurred, together with the receipts of such items of expenditures. Such information will be audited and approved by letter and submitted to the Investigation Division Commander.

**314 .10** He/She shall, at the beginning of their tour of duty, unless otherwise notified, report for duty at Police Headquarters. If assigned to a radio equipped vehicle, he/she shall notify the radio operator by the use of the car radio as to their availability.

**314.11** He/She shall, when assigned to a radio equipped vehicle or any other radio equipment, be responsible for the same rules and regulations that have been adopted for proper and efficient use for the radio communications system.

**314.12** He/She shall dress in civilian clothes and keep themselves neat and clean, properly armed and their appearance businesslike and presentable at all times.

**314.13** He/She shall, at all times, have with them a standard loose leaf notebook in which they shall make an official record of their investigations and the names of persons taken into custody by them and such other relative information in case that may be important in the trial thereof; and all other transactions, information and matters of importance relative to the discharge of their official duty. Such notebook shall be subject to inspection by their Commanding Officer at any time.

**314.14** The fact that he/she is assigned to the Detective Bureau does not relieve them of the responsibility of taking prompt action in the matter of any violation of laws, ordinances or regulations coming to their attention.

**314.15** He/She shall be responsible for the condition, care and proper use of motor vehicles and any other equipment assigned to them.

**314.16** He/She shall attend Roll Call, familiarize themselves with the activities of the day and record needed information and receive and execute any orders or assignments given to him/her by their Commanding Officer. At the conclusion of their hours of duty, they shall submit on prescribed forms written reports of their activities which occurred during their tour of duty to their intermediate supervisor.

**314.17** He/She shall learn the procedure, preparation and develop such skills to make them an effective witness. They shall also become familiar with the rules of evidence, Court and presentation of cases as will enable him/her to be an effective investigator.

**314.18** He/She shall acquire all possible information concerning all places in the City known to be or suspected of being frequented by criminals or questionable characters and direct the attention of the Detective Bureau personnel and the other Bureau and Division Commanders of such places.

**314.19** He/She shall improve his effectiveness by his attention to the study of, and application of:

1. Use of records and reports.
2. Conduct of interviews.
3. Cultivation of informants.
4. Investigative techniques.
5. Development of perception and observation.
6. Proper collection, identification, analyses, preservation and presentation of evidence.

**314.20** He/She shall use every legal means at his disposal to detect and solve crime and prosecute offenders, and thoroughly investigate all information received from any source.

**314.21** He/She shall maintain good relationship with other law enforcement agencies, cooperating with them as much as possible and improving their sources of aid and information.

**314.22** He/She shall be prepared at all times, regardless of the special nature of his assignment, to respond to any need for police service, and shall perform such other duties as are prescribed or to what he/she is assigned.

**314.23** He /She shall serve all legal warrants assigned to them and execute required returns.

**314.24** He/She shall be governed by the general rules and regulations of the Department and the rules and regulations adopted for patrol officers, insofar as they do not relate to specific uniformed assignments.

## **315 JUVENILE DETECTIVE**

A detective assigned to investigate juvenile cases shall be under the direct supervision of the Commanding Officer of the Detective Bureau for the efficient operation of his assignment in conformance with established procedures and policies.

**315.1** He/She shall be charged with the investigation of all cases involving juveniles and such other cases which may be assigned to him/her by their Commanding Officer.



**315.2** He/She shall acquire a thorough knowledge of the criminal code of law and the elements that constitute criminal acts and violations of various sections thereof; and shall have a thorough knowledge of the rules of evidence, and search and seizure.

**315.3** He/She shall follow-up each case assigned to him/her until there is a final official disposition of such case. He/She shall interview and advise the complainants in person at reasonable intervals relative to the status of the case under investigation in which the complainant is concerned.

**315.4** He/She shall enforce all laws, ordinances and regulations pertaining to the control of juveniles.

**315.5** He/She shall investigate community conditions affecting the health, morals and safety of juveniles and report such conditions to the responsible agencies.

**315.6** He/She shall inspect commercial amusement places, and all places where juveniles congregate, to detect and eliminate adverse conditions which foster juvenile delinquency.

**315.7** He/She shall assist all enforcement agencies and police officers in the investigation of complaints and the solution of problems involving juveniles.

**315.8** He/She shall familiarize himself with current changes and developments in juvenile delinquency control and by study, become well informed of the criminal laws pertaining to juveniles.

**315.9** He/She shall, when dealing with private and public agencies, cooperate as much as is possible on a matter concerning juvenile welfare.

**315.10** He/She shall submit written supplementary reports relative to assigned cases and shall by both oral and written reports keep his/her Commanding Officer advised daily of the progress and development of major and serious cases assigned to him/her.

**315.11** He/She shall be active in identifying juveniles who are potential problems in the community and shall initiate corrective action.

**315.12** Ordinarily, his/her hours of duty shall be established by his/her assignment, but he/she shall be available at all times in case of special need or emergency; he/she shall respond punctually to all of his/her assignments.

**315.13** He/She shall be responsible for the location of missing juveniles and exert every effort to curb juvenile delinquency and carry out plans for crime prevention.

**315.14** He/She shall investigate problems arising from group conflicts and work toward the alleviation of such tensions.

**315.15** He/She shall not enter into official Juvenile Bureau correspondence over his/her signature, nor shall he/she convey official Bureau communications by telephone or otherwise outside the City, except by express permission of his Commanding Officer.



**315.16** He/She shall, when leaving the City on police business for a period of more than twenty-four hours, notify his/her Commanding Officer upon his arrival at his destination. He/She shall keep in close communication with the Juvenile Bureau at all times during his/her absence and prior to leaving for his/her return to the City communicate the time of departure. If his/her assignment calls for bringing back a prisoner, he/she shall inform his/her Commanding Officer whether or not he/she is returning with or without the prisoner.

**315.17** He/She shall, after his/her absence from the City on police business, render to the Administrative Coordinator a correct account of expenses incurred, together with the receipts of such items of expenditures. Such information will be audited and approved by letter and submitted to the Investigative Division Commander.

**315.18** He/She shall, at the beginning of his/her tour of duty, unless otherwise notified, report for duty at Police Headquarters. If assigned to a radio equipped vehicle, he/she shall notify the radio operator by use of the car radio as to his/her availability.

**315.19** He/She shall, when assigned to a radio equipped vehicle or any other radio equipment, be responsible for the same rules and regulations that have been adopted for proper and efficient use for the radio communications system.

**315.20** He/She shall dress in civilian clothes and keep himself/herself neat and clean, properly armed and his/her appearance businesslike and presentable at all times.

**315.21** The fact that he/she is assigned to the Juvenile Bureau does not relieve them of the responsibility of taking prompt action in the matter of any violation of laws, ordinances or regulations coming to his/her attention.

**315.22** He/She shall be responsible for the condition, care and proper use of motor vehicles and any other equipment assigned to him/her.

**315.23** He/She shall be prepared at all times, regardless of the special nature of their assignment, to respond to any need for police service, and shall perform such other duties as are prescribed or to what he/she is assigned.

**315.24** He/She shall be governed by the general rules and regulations of the Department and the rules and regulations adopted for patrol officers insofar as they do not relate to specific uniformed assignments.

### **316 SIU/VICE INTELLIGENCE UNIT INVESTIGATOR**

A sergeant or Patrol Officer assigned to the Vice Unit shall be responsible to the Commanding Officer of the SIU Unit for the efficient operation of his/her assignment in conformance with established procedures and policies.

**316.1** He/She shall be charged with the investigation and enforcement of all laws and ordinances pertaining to narcotic and drug violations, liquor, gambling, prostitution, obscenities and all other forms of vice.

**316.2** He/She shall assist all police units and police officers in the investigation of complaints involving vice activities.

**316.3** He/She shall thoroughly investigate each case assigned to him/her and by means of oral and written reports keep his/her Commanding Officer informed of his/her progress in such cases.

**316.4** He/She shall make routine checks of all private and commercial amusement locations and all places where vice may become prevalent and take such remedial action as may be necessary.

**316.5** Ordinarily, his/her hours of duty shall be established by his/her assignment, but he/she shall be available at all times in case of special need or emergency; he/she shall respond punctually to all of his/her assignments.

**316.6** He/She shall not enter into official Vice Unit correspondence over his/her signature, nor shall he/she convey official Vice Unit communications by telephone or otherwise outside the City, except by express permission of his/her Commanding Officer.

**316.7** He/She shall, when leaving the City on police business for a period of more than twenty-four hours, notify his/her Commanding Officer upon his/her arrival at his/her destination. He/She shall keep in close communication with the Vice Unit at all times during his/her absence, and prior to leaving for his/her return to the City, communicate the time of departure. If his/her assignment calls for bringing back a prisoner, he/she shall inform his/her Commanding Officer whether or not he/she is returning with or without the prisoner.

**316.8** He/She shall, after his/her absence from the City on police business, render to the Fiscal Manager a correct account of expenses incurred, together with the receipts of such items of expenditures. Such information will be audited and approved by letter and submitted to the Major in Charge of the Investigation Division.

**316.9** The fact that he/she is assigned to the Vice Unit does not relieve him/her of the responsibility of taking prompt action in the matter of any violation of laws, ordinances or regulations coming to his/her attention.

**316.10** He/She shall be responsible for the condition, care and proper use of motor vehicles and any other equipment assigned to him/her.

**316.11** He/She shall be prepared at all times, regardless of the special nature of his/her assignment, to respond to any need for police service, and shall perform such other duties as are prescribed or to what he/she is assigned.

**316.12** He/She shall be governed by the general rules and regulations of the Department and the rules and regulations adopted for patrol officers, insofar as they do not relate to specific uniformed assignments.

### **317 CRIME SCENE UNIT OFFICER**

A Patrol Officer assigned to the Identification Bureau shall be responsible through intermediate supervision to the Commanding Officer of the Investigative Division for the efficient operation of his/her assignment in conformance with established procedures and policies.

**317.1** He/She shall take, classify, search and file fingerprints in the conduct of Bureau operations and prepare such fingerprints used as evidence for Court presentation.

**317.2** He/She shall, when requested by officers, inspect and examine physical objects, crime scenes or any other evidential materials for fingerprints.

**317.3** He shall, when requested by officers, take photographs at crime scenes and process such photographs in the interest of investigation and prosecution.

**317.4** He shall record, analyze, and file personal identification data for the development of criminal histories.

**317.5** He shall qualify as an expert witness by familiarizing himself with and thoroughly understanding current developments in the fields of fingerprint classification, personal identification and photography.

**317.6** He/She shall appear promptly at court proceedings and be prepared to give competent testimony in regards to any duties performed.

**317.7** He shall aid line operating Divisions and Bureaus in every way possible to accomplish the identification, apprehension and prosecution of criminals.

**317.8** Ordinarily, his/her hours of duty shall be established by his/her assignment, but he/she shall be available at all times in case of special need or emergency; he/she shall respond punctually to all of his/her assignments.

**317.9** He/She shall be governed by the general rules and regulations of the department and the rules and regulations adopted for patrol officers, insofar as they do not relate to specific uniformed assignments.

**317.10** He shall be prepared at all times, regardless of the special nature of his/her assignments, to respond to any need for police service, and shall perform such other duties as are prescribed or to what he/she is assigned.

**317.11** He/She shall, at times, transport evidence to or from the Stark County Crime Lab or court proceedings in accordance with departmental procedure.

### **318 PROPERTY OFFICER**

The Property Officer shall be such officer as is designated by the Chief of Police and shall be responsible through intermediate supervisors to the Commanding Officer of the Records and Identification Bureau.

**318.1** He shall have the responsibility for the receiving, recording, safeguarding and disposing of all properties, except motor vehicles, drugs or narcotics, found, confiscated or held in evidence. He shall, also, have the responsibility of receiving, maintaining of departmental forms.

**318.2** He shall be certain that all articles of property placed in his/her custody are properly marked, tagged with proper information, and identified, as prescribed according to departmental procedure.

**318.3** He shall accurately inspect all property given into his/her custody, making note of and recording any unusual conditions.

**318.4** He shall maintain a system of insuring the security of, and the accurate accounting of all monies, properties and materials placed in his/her custody.

**318.5** He shall make reports and keep such records as are necessary to the efficient and proper operation of the Property Section and as are prescribed by departmental procedure and Ohio Revised Code 737.29

**318.6** He shall not release any articles from his/her custody except upon presentation of proper credentials, or as permitted by proper authority.

**318.7** He shall arrange and conduct sales of unclaimed property in compliance with Section 737.32 of the Ohio Revised Code. These sales are to be held at such time and place as designated by the Chief of Police.

**318.8** He shall turn over to the County Prosecutor or his/her authorized agent all monies and properties held in evidence in cases before the Grand Jury and shall obtain proper receipts for such evidence. The Property Officer shall, also, turn over to the Police Prosecutor's Office all monies and properties held in evidence in cases before the Municipal Court and obtain proper receipt for such evidence.

**318.9** He shall devote his/her entire efforts to his duties and shall keep the property section office open during such hours as are prescribed by the Chief of Police.

**318.10** He shall have duties as planning, organizing and directing the activities associated with the efficient and proper operation of the Property Office.

**318.11** He shall work such hours as are prescribed by the Chief of Police but he shall be available at all times in case of special need or emergency.

### **319 HIT AND RUN INVESTIGATOR**

A Patrol Officer assigned as the Hit and Run Investigator shall be responsible through intermediate supervision to the Commanding Officer of the Traffic Bureau for the efficient operation of his/her assignment and conformance with established procedures and policies.

**319.1** He shall be charged with the responsibility for making every effort to apprehend drivers who are involved in traffic accidents and who leave the scene thereof without satisfying legal requirements.

**319.2** He shall compile and preserve all evidence relative to any hit and run traffic accidents and present such evidence to the Courts. He shall in addition to evidence, submit a report based on his/her investigation against drivers charged with leaving the scene of an accident.

**319.3** He shall make a comprehensive investigation and report on all fatalities involving persons leaving the scene of an accident.

**319.4** He shall prepare such reports and keep such records as are prescribed by departmental procedure, or ordered by the Commanding Officer of the Traffic Bureau.

**319.5** Ordinarily, his/her hours of duty shall be established by his/her assignments, but he shall be available at all times in case of special need or emergency; he shall respond punctually to all of his/her assignments.



**319.6** The fact that he is assigned as the Hit and Run Investigator does not relieve him of the responsibility of taking prompt action in the matter of any violation of laws, ordinances or regulations coming to his/her attention.

**319.7** He shall be governed by the general rules and regulations of the department and the rules and regulations adopted for patrol officers, insofar as they do not relate to specific uniformed assignments.

**319.8** Ordinarily, his/her hours of duty shall be established by his/her assignment, but he shall be available at all times in case of special need or emergency; he shall respond punctually to all of his/her assignments.

**319.9** He shall be governed by the general rules and regulations of the department and the rules and regulations adopted for patrol officers, insofar as they do not relate to specific uniformed assignments.

## **320 PATROL OFFICER**

A Patrol Officer assigned to the Patrol Shift shall be responsible through intermediate supervision to the Commanding Officer of the Patrol Shift for efficient operations of his/her assignment in conformance with established procedures and policies.

**320.1** He shall exercise authority consistent with the obligations imposed upon him by oath of office and be accountable to his/her superior officers, promptly obeying legitimate orders.

**320.2** He shall coordinate his/her efforts with those of other members of the Department so that their teamwork may insure continuity of purpose and maximum achievement of police objectives.

**320.3** He shall communicate to his/her superiors and to co-workers all information he may obtain which is pertinent to the achievement of objectives.

**320.4** Ordinarily his/her hours of duty will be established by his/her Commanding Officer. He shall be available for duty at all times in case of special needs or emergencies. He shall respond punctually to all of his/her assignments.

**320.5** He shall familiarize himself with administrative policy and execute the service program within his/her area of responsibility providing for:

1. Prevention and suppression of crime.
2. Protection of life and property.
3. Apprehension and prosecution of offenders.
4. Preservation of regulatory measures.
5. Preservation of peace.

**320.6** He shall conduct himself in accordance with high ethical standards, both on and off duty.

**320.7** He shall, by study and research become familiar with advanced techniques and ideas designed to improve police performance.



**320.8** He shall assist in the execution of the Department's program for:

- 1.** Improving efficiency and cooperation in areas of common responsibility.
- 2.** Advancing the public Information Program for promoting public support, understanding and confidence.
- 3.** Proper and economical use of Department's property and equipment.

**320.9** He shall attend roll call, familiarize himself with the activities of the day and record needed information and receive and execute any orders or assignments given to him by his/her Commanding Officer.

**320.10** He shall record all his/her activities during his/her tour of duty in the prescribed manner and on the specified forms.

**320.11** He shall supervise and inspect all public licensed places within his/her area of responsibility and diligently enforce the laws, ordinances, and regulations concerning their operation.

**320.12** He shall devote the maximum possible time to the performance of his/her basic duties.

**320.13** He shall maintain his/her arms and equipment in a functional, presentable condition, promptly correcting and reporting defects to his/her supervisor.

**320.14** He shall make reports of crimes, vehicular accidents and incidents in conformity with the procedures outlined in current directives for their accurate and complete preparation.

**320.15** He shall exert every effort to satisfy the needs of citizens requesting service, assistance, or information, and courteously explain any instance where jurisdiction does not lie with the police agency, suggesting procedures to be followed.

**320.16** He shall be accountable for the securing, receipting, marking and proper transporting of all evidence and property coming into his/her custody.

**320.17** He shall be alert to the development of conditions tending to cause crime, take preventive action and inform his/her superiors. He shall inform the public of conditions which they can correct to prevent crime.

**320.18** He shall familiarize himself with his/her area of assignment and conduct a diligent patrol, accentuating prevention rather than arrests, by particular attention to locations most susceptible to the occurrence of crime.

**320.19** He shall conduct a thorough investigation of all offenses within his/her area of responsibility and scope of activity. He shall collect evidence and record data which will aid in identification, apprehension and prosecution of offenders and the recovery of property.

**320.20** He shall note conditions which adversely affect the appearance, safety and health of the community, enforcing applicable laws, ordinances and regulations and/or making referrals to agencies having primary responsibility.

**320.21** He shall, at the beginning of his/her tour of duty unless otherwise notified, report for duty at Police Headquarters. He shall notify the Communication Center as to his/her availability.

**320.22** He shall, when assigned to a radio equipped vehicle or any other radio equipment be responsible for the same rules and regulations that have been adopted for proper and efficient use for the radio communications systems.

**320.23** He shall inspect his/her vehicle prior to placing same in service and note any and all damage on his/her Daily Log and have same verified by his/her supervisor. Said vehicle shall be kept clean in accordance with Department policy.

**320.24** He shall inspect his/her vehicle prior to using same, making sure all necessary equipment is available. Replacing and replenishing necessary equipment and notifying his/her supervisor of these facts.

### **321 HOLDING FACILITY PATROL OFFICER**

A Patrol Officer assigned as a Holding Facility Patrol Officer for the City of Canton shall be responsible through intermediate supervisors to the Commanding Officer of the Patrol Shift to which he/she is assigned for the efficient operation of his/her assignment in conformance with established procedures and policies.

**321.1** He/she shall, upon reporting to their assignment, make an inspection of the entire holding facility area, determining the cleanliness and operative conditions of the facility, including all equipment, noting the deficiencies and irregularities found to be existing, reporting his/her findings to his/her supervisor.

**321.2** He/she shall then make ready to receive prisoners through the basement receiving room, who have been transported from the Stark County Jail and who will appear in Canton Municipal Court on that day.

**321.3** He/she shall, at the appointed time, escort each and every prisoner(s) who is to appear in the Canton Municipal Court on that day to the proper courtroom and insure security of the prisoner(s) and the courtroom during the court appearance duration.

**321.4** During the course of the shift, he/she shall be responsible for the security and transport of prisoners to and from the Stark County Jail, to courtrooms during the various court sessions throughout the day, and while in the holding facility.

**321.5** He/she shall, when a prisoner is found to be injured, unconscious or semi-conscious, immediately provide or summon appropriate medical care. In any circumstance involving the injury or illness of a prisoner while at the holding facility, he/she will notify a Patrol Shift Supervisor.

**321.6** He/she shall never permit the Holding Facility keys to leave his/her person, always transferring the keys to other authorized persons by person to person exchange. He/she shall never permit the keys to lie on a desk, table, floor or other place.

**321.7** He/she shall be governed by the general rules and regulations of the department and the rules and regulations adopted for Patrol Officers.

## **322 CIVILIAN EMPLOYEES**

Civilian employees of the Police Department shall be responsible for the efficient performance of their duties in conformity with rules, regulations and policies of the Police Department and consistent with their Civil Service Classification.

**322.1** Civilian employees shall obey promptly the orders of the Chief of Police and other supervisors.

**322.2** Civilian employees of the Police Department shall work such hours as may be designated by their assignment. They shall report punctually to all of their assignments.

**322.3** Civilian employees shall be accurate and thorough in the conduct of their duties.

**322.4** Civilian employees shall render prompt and courteous service to all Police Department members and the public. They shall conduct themselves in an alert and businesslike manner to the end that their service shall be efficient and expeditious.

**322.5** Civilian employees shall at all times be neat and clean as their work assignment permits and keep their desks, lockers and equipment in good order.

## **323 CANINE PATROL OFFICER**

A Canine Patrol Officer assigned to the Patrol Shift shall be responsible through intermediate supervision to the Commanding Officer of the Patrol Shift for efficient operation of his/her assignment in conformance with established procedures and policies. It is the policy of the canton Police Department to utilize a professionally trained K-9 team to assist in the daily operations of the Police Department.

**323.1** The assignment of each K-9 team, while on duty, in reference to a zone or an area of responsibility is at the discretion of the shift supervisor based on need and availability of manpower for each day. However, as a general guideline and when possible if only one K-9 team is on duty, he/she will use the City car. If two teams on duty, they will be either north side and south side, or east side and west side. If three K-9 are on duty, they will be 1 zone, north side and south side, or east side and west side. If four K-9 teams are on duty, northeast, northwest, southeast, and southwest.

**323.2** Retraining for Canine Officers is mandatory every three weeks for one day. This day of retraining is to be considered as his/her regular eight hours of duty. The designed training officer is responsible for the retraining of each team and the results tabulated on the retraining form to be reviewed and signed by the administrator of canine records and filed as a matter of record.

**323.3** K-9 teams should be used as accident report takers only as the last car available. However, they may check the scene, secure and tend to the injured until arrival of others.

**323.4** K-9 teams shall be the primary responder on burglaries in progress, and those with a warm trail; for aggravated robberies, for alarm calls, and for missing children when they are believed missing from a specific location, and other instances of similar nature. Backups shall be sent but are to hold back for K-9's arrival unless a threat to human life is suspected. The K-9 Officers shall decide if any other officers is to assist inside on a building search, as the primary duty for the backups on this type call is perimeter security.

**323.5** In regards to all crime scenes or building searches, or area searches where a K-9 might do a search or track, the radio dispatcher should notify all backup units just to secure the perimeter of the building or area to be searched until the K-9 team arrives. The purpose of this action is to ensure that the additional scents making it more difficult for the K-9 unit. On building searches, only the K-9 team should enter with no other officers in the building. Other officers in the building will distract the canine, contaminate the scent, and possibly cause the backup units in the building to get bitten.

**323.6** The K-9 should be used for handler protection, another officer's protection or for the protection of a citizen whose health or well-being is in jeopardy.

**323.7** The decision to use the K-9 team shall be the responsibility of the shift supervisor after consulting with the K-9 handler if there are any questions. If ever a conflict arises as to any usage of the canine on any type of situation when the specific safety or health of the canine is involved, the handler should have vital input. Under these set of circumstances the handler will make out the usual reports with the additional of a supplement stating the factual reasons for his/her decision and this report will be subject to review.

**323.8** If a Police Agency other than the Canton Police Department requests the use of the K-9 team, then authorization must come from the Chief of Police or Patrol Division Captain when on duty, or the shift supervisor in their absence.

**323.9** It is recognized that K-9 teams can be used effectively in controlling and moving large groups of people, be they orderly or unruly. Therefore, it is the intention of the Canton Police Department to utilize K-9 teams in crowd control situations. Under the following circumstances the use of K-9 teams for crowd control will be acceptable.

1. When in the opinion of a Command Supervisor it is necessary in order to prevent or avoid injury to a police officer or a citizen of the community or to prevent or deter a breach of the peace in the community.
2. On the approval of the Chief or Acting Chief, when specifically requested at any event, where very large crowds are anticipated.

**323.10** K-9 teams will also be used in demonstrations for two reasons. One, it allows the education of the public on modern day use of the police work dog and secondly, it helps promote relations between the community and the police. All such demonstrations are to be performed by the K-9 handlers while on duty at the time of the scheduled demonstrations.

**323.11** When a K-9 bites an arrestee, the handler will have pictures taken of the area of the body where the offender was bitten, as well as an overall picture, which shows not only the bite, but the subject's face as well. The offender should be afforded the opportunity for treatment if necessary but the pictures should be taken before any hospital treatment.

**323.12** The handler should prepare a bite report and include all circumstances of the bite. The supervisor shall be notified and also view the bite on the offender and affix his/her signature to the bite report made by the handler.

**323.13** The K-9 handler will maintain the city owned police work dog, and, due to the scope of their work, the K-9 team is subject to call at any time.



**323.14** The K-9 handlers are police officers first. They will abide by the rules and regulations, orders and directives of the Police Department.

**323.15** While on patrol, K-9 handlers will enforce all laws. They will maintain radio contact at all times so the team can respond quickly when needed.

**323.16** It is the K-9 handler's responsibility to see the proper feeding, grooming, sanitary precautions and bathing of his/her canine. The canine is to be housed within the handler's home and every reasonable precaution must be taken to maintain a high standard of health and conditioning.

**323.17** If a handler is found not to be maintaining the health and sanitary conditions of his/her canine, or it is determined that he/she is mistreating his/her canine, the canine will be taken away from that handler.

**323.18** When the canine is not specifically on a track or building search and not in the K-9 cruiser, at all other times the canine will be on lead and under control. While in the K-9 cruiser, the canine should at all times ride in the back seat and not in the front seat.

**323.19** The K-9 will only be relieved from duty by an order from the veterinarian due to injury or illness.

**323.20** Every time the canine is used for any reason, the K-9 handler will make out the proper reports. This means that in addition to the usual standard daily patrol log sheet which must be used and filled out, the handler is to use and fill out a (1) K-9 LOG SHEET and a (2) USE REPORT each and every time the K-9 is utilized on a call. These two last reports are required for the purpose of statistic reports and for accountability to justify the continued existence of K-9.

## **324 SCHOOL SAFETY OFFICERS**

A Patrol Officer assigned as a School Safety Officer shall be responsible to the Commanding Officer of the Administrative Division for the efficient operation of his/her assignment in conformance with established procedures and policies.

**324.1** Provide law enforcement and police services to the school, school grounds and areas adjacent to the school. Investigate allegations of criminal incidents per police department policies and procedures. Enforce state and local laws and ordinances. Make appropriate referrals to juvenile authorities or other governmental agencies.

**324.2** He/She will work to prevent juvenile delinquency through close contact and positive relationships with students. In addition the officer shall develop crime prevention programs and conduct security inspections to deter criminal or delinquent activities.

**324.3** He/She will monitor crime statistics and work with local patrol officers and students together to design crime prevention strategies.

**324.4** He/She will establish and maintain a close partnership with school administrators in order to provide for a safe school environment.



**324.5** He/She will assist school officials with their efforts to enforce Board Of Education policies and procedures.

**324.6** He/She will ensure school administrator safety by being present during school searches, which may involve weapons, controlled dangerous substances or in such cases that, the student's emotional state may present a risk to the administrator.

**324.7** He/She will assist school administrators in emergency crisis planning and building security matters. Provide a course of training for school personnel in handling crisis situations, which may arise at the school.

**324.8** He/She shall remain visible within the school community. Attend and participate in school functions. Build working relationships with the school's staff as well as with student and parent groups.

**324.9** He/She will develop and implement classes in law related education to support the educational efforts of the faculty. Work closely with teachers in designing and presenting law-related topics and the role of police in our society.

**324.10** He/She shall work with guidance counselors and other student support staff to assist students and to provide services to students involved in situations where referrals to service agencies are necessary.

**324.11** He /She shall assist school staff and parents in conflict resolution efforts.

**324.12** He/She shall initiate interaction with students in the classroom and general areas of the school building.

**324.13** He/She shall promote the profession of Law Enforcement and be a positive role model.

**324.14** He/She shall increase the visibility and accessibility of police to the school community.

**324.15** The fact that he/she is assigned to the Community Involvement Unit does not relieve him/her of the responsibility of taking prompt action in the matter of any violation of laws, ordinances or regulations coming to his/her attention.

**324.16** He/She shall be responsible for the condition, care and proper use of motor vehicles and any other equipment assigned to him/her.

**324.17** He/She shall be prepared at all times, regardless of the special nature of his/her assignment, to respond to any need for police service, and shall perform such other duties as are prescribed or to what he/she is assigned.

**324.18** He/She shall be governed by the general rules and regulations of the Department and the rules and regulations adopted for patrol officers, insofar as they do not relate to specific uniformed assignments.

### **325 L.E.A.D.S. TERMINAL AGENCY COORDINATOR**

The LEADS TAC may be of any rank in the department and is responsible to the Staff Lieutenant. The LEADS TAC is responsible for the training of LEADS terminal operators in all facets of LEADS operation. He/She is responsible for training other affected personnel as to the operational capabilities of the LEADS, administrative rules, and authorized use/dissemination. He/She shall ensure each operator reviews training materials and is recertified every two years. Additionally,

**325.1** He/She shall attend the new TAC indoctrination training within six months of appointment;

**325.2** He/She shall attend in-service training sessions as scheduled;

**325.3** He/She shall initially (within six months), train, functionally test and affirm the proficiency of terminal (equipment) operators; and shall attend and participate in any audit of the employing agency.

**325.04** He/She is responsible for the proper completion of the monthly records validations.

**325.05** He/She shall maintain all documentation from LEADS, including but not limited to:

1. Newsletters.
2. LEADS computer messages.
3. Manuals.
4. Lesson plans.
5. Record retention.
6. LEADS security policy.

**325.06** He/She shall maintain agency level records of LEADS certified operators and notify LEADS of any changes on the prescribed form provided by LEADS.

**325.07** He/She shall cause a review (second party check) of all entries within a reasonable time frame for accuracy and completeness; and modify/cancel entries as needed.

**325.08** He/She shall know the location and uses of all LEADS and agency owned equipment accessing LEADS within the agency.

**325.09** He/She will biennially provide the functional retesting and reaffirm the proficiency of terminal operators in order to assure compliance with LEADS/NCIC policy and rules.

**325.10** He/She shall administer the LEADS/NCIC security policies.

**325.11** He/She shall act as the point of contact to LEADS for security issues.

**325.12** He/She shall report violations or incidents of attempts to compromise security of LEADS to the C.S.O. immediately.

**325.13** He/She shall be knowledgeable of the NCIC, NLETS and LEADS rules, regulations, and guidelines. This knowledge includes, but is not limited to, being familiar with what services are available, user agreements, and non-terminal agency access.

**325.14** He/She shall be knowledgeable of all procedures concerning broadcast messages and their proper use.

**325.15** He/She shall be knowledgeable in the administration of the general maintenance of the equipment.



## Chapter IV

### **RULES OF CONDUCT**

#### **Section 400**

#### **Professional Standards**

##### **400 PURPOSE AND POLICY**

The purpose of these regulations is to provide employees with clearly described rules of conduct. Knowledge of what is expected will result in self-confidence in the performance of duty. This department is committed to providing law enforcement services that are fair, effective and impartially applied. In so doing, employees are held to the highest standards of official conduct.

##### **401 ENFORCEMENT OF LAWS (B)**

Officers within their lawful jurisdiction shall take appropriate action to protect life and property, preserve the peace, prevent crime and detect and arrest violators of the law. In so doing, officers shall enforce all federal and state laws and city ordinances.

##### **402 COOPERATION WITH OTHER AGENCIES AND BETWEEN RANKS (B)**

Employees shall cooperate with any law enforcement agency, other city departments or any public service organization and shall notify their Commanding Officer of the request made by such agencies. Cooperation between the ranks is essential to effective law enforcement. Employees shall direct and coordinate their efforts to establish and maintain the highest standards of efficiency.

##### **403 COOPERATION WITH THE PUBLIC (B)**

Employees shall be courteous and helpful in dealing with the public. They shall perform their duties quietly, not using profane or insolent language. Upon request, they are required to supply their names. They shall attend to requests from the public quickly and accurately, avoiding unnecessary referrals to other units of the department.

##### **404 CONFORMANCE TO LAWS (A) (B) (C)**

Employees shall obey all laws of the United States, State of Ohio, City of Canton or any other jurisdiction in which they are present. Any disciplinary action for violation of law shall be commensurate with the severity of the offense.

##### **405 CITIZEN COMPLAINTS (B)**

Employees shall follow departmental procedures contained in Lexipol Policy 1020 – Personnel Complaints for processing complaints. Employees may attempt to resolve the complaint, but shall never attempt to dissuade any citizen from lodging a complaint against any employee of the department. All complaints shall be referred to a supervisor for processing.

#### **406 DEPARTMENT (A) (B)**

Officers shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the department. Conduct unbecoming an officer shall include that which brings the department in disrepute or reflects discredit upon the officer as a member of the department, or that which impairs the operation or efficiency of the department or officer.

#### **407 UNSATISFACTORY PERFORMANCE (B)**

Employees shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Employees shall perform their duties in a manner which will maintain the highest standards of efficiency and effectiveness in carrying out the functions and objectives of the department. Unsatisfactory performance may be demonstrated by a lack of knowledge of the application of laws required to be enforced; unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the officer's rank, grade, or position; the failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving police attention. Repeated poor evaluation or a written record of repeated infractions of rules, regulations, directives or orders of the department will be considered as an indication of unsatisfactory performance. Where appropriate, remedial instruction will be provided prior to any disciplinary action.

#### **408 GIFTS, GRATUITIES, REWARDS OR FEES (A) or (B)**

1. Employees shall not solicit or accept from any person, business or organization any gift or service which may tend to influence action of an official nature or affect the performance or non-performance of official duty.
2. Employees shall not accept anything of value as a reward or fee for services rendered in the line of duty to the community or to any person, business or agency.
3. Any unauthorized gift, gratuity, reward, or fee coming into the possession of any employee shall be forwarded to the Chief of Police together with a written report explaining the circumstances connected therewith.

#### **409 SALES AND PURCHASES OF PROPERTY FROM SUSPECTS (A)**

Employees shall not knowingly buy or sell anything of value from or to any suspect, defendant, or prisoner involved in any pending case.

#### **410 ASSOCIATIONS (B)**

Employees shall avoid regular or continuous associations or dealings with persons whom they know or should have known are under a criminal investigation or indictment, except in the performance of official duty.

#### **411 INTERVENTIONS (B)**

1. Employees shall not interfere with cases being handled by other employees of the department or by another governmental agency unless a manifest injustice would result from failure to take immediate action.
2. Employee shall not undertake any investigation or other official action not part of their regular duties without obtaining permission from their supervisor unless the nature of the situation requires immediate police action.



#### **412 SOLICITATIONS FOR FRATERNAL ORGANIZATIONS, UNIONS, AND NON-PROFIT ORGANIZATIONS (B)**

1. Employees shall not solicit donations or sell tickets of any kind to the public for any fraternal organization, union or non-profit organization while in uniform or on duty. Such solicitations shall only be conducted when the employee is off duty. Donations and ticket sales are for the benefit of the organizations, and shall not affect the employee's performance or non-performance of official duty.
2. The Chief shall be given reasonable notice of any police organization's intent to solicit the public. Notification will deter unauthorized or illegal solicitations.

#### **413 ABUSE OF POSITION (B)**

1. Employees shall not use their official position, official identification or badges, excepting employment outside the department:
  - A. For personal or financial gain;
  - B. For obtaining privileges not otherwise available to them except in the performance of duty; or
  - C. For avoiding consequences of illegal acts.
2. Employees shall not lend to another person their identification cards or badges.
3. Employees shall not authorize the use of their names, photographs or official titles which identify them as police department employees, in connection with testimonials or advertisements without the approval of the Chief.
4. Employees shall not institute any civil action arising out of their official duties without first notifying the Chief of Police. Employees shall not use their official position as a means of forcing or intimidating others in civil matters to settle in favor of the officer.

#### **414 PUBLIC STATEMENTS AND APPEARANCES (B)**

1. Employees shall not publicly criticize or condemn the department, its policies, or other employees by speech, writing, or other expression where such speech, writing or expression is defamatory, obscene, unlawful, undermines the effectiveness of the department, interferes with the maintenance of discipline, or is made with reckless disregard for truth or falsity.
2. Employees shall not address public gatherings, appear on radio or television, and prepare any articles for publication, act as correspondents to a newspaper or a periodical, release or divulge investigative information, or any other matters of the department while holding themselves out as representing the department in such matters without proper authority. Employees may lecture on police or other related subjects only with the prior approval of the Chief of Police.

#### **415 DISSEMINATION OF INFORMATION (B)**

Employees shall treat the official business of the department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established departmental procedures. Employees may remove or copy official records or reports from the department only in accordance with established departmental procedures. Employees shall not divulge the identity of persons giving confidential information except as authorized by proper authority.

#### **416 POLITICAL ACTIVITIES (A)**

Classified employees shall not:

1. Solicit anyone, directly or indirectly, for contributions to any political party or to any candidate for public office.
2. Assume active roles in the management, organization or financial activities of partisan political clubs, campaigns or parties.
3. Serve as officers of partisan political parties or clubs.
4. Become candidates for or campaign for a partisan elective public office.
5. Be required as a condition of employment, promotion or tenure to contribute funds for political or partisan purposes.
6. Serve as delegates to a political party convention.
7. Solicit votes in support of, or in opposition to, any partisan candidates.
8. Endorse or oppose a partisan candidate for public office in a political advertisement, broadcast or campaign literature.
9. Initiate or circulate a partisan nominating petition.
10. Address political gatherings in support of, or in opposition to a partisan candidate.
11. Use their official capacity to influence the political action of any person.
12. Otherwise engage in prohibited partisan activities on the federal, state, county and municipal levels.

#### **417 OUTSIDE EMPLOYMENT / EXTRA JOBS (A)**

No officer shall engage in outside employment where there exists a conflict of interest or incompatibility of employment. No officer shall engage in outside employment while he/she is on sick or injury leave. No officer shall visit his/her place of business while he/she is on duty. Officers must inform the Chief of Police, Safety Director and Mayor in accordance with Ordinance 151.03 and departmental policy prior to engaging in any type of outside employment approval may be denied where it appears that the outside employment might:

1. Render the officer unavailable during an emergency;
2. Physically or mentally exhaust the officer to the point that performance of duty may be affected;
3. Require that any special consideration be given to scheduling of the officer's regular duty hours;
4. Bring the department into disrepute or impair the operation or efficiency of the department or officer;
5. Create a situation which uses the officer's relationship with the department to secure a preference or priority;
6. Be an activity closely regulated or served by law enforcement agencies; or
7. Be a service or business that regularly contracts with the City of Canton.

#### **418 VISITING PROHIBITED ESTABLISHMENTS (C)**

Employees shall not knowingly visit, enter or frequent a house of prostitution, gambling house or establishment wherein the laws of the United States, State of Ohio or City of Canton are regularly violated except in the performance of duty or while acting under proper orders from a superior officer.

#### **419 PHYSICAL FITNESS AND MENTAL HEALTH (B)**

1. Officers shall maintain physical fitness so that they can handle the strenuous physical requirements of law enforcement. Standards of physical fitness shall be described in departmental policy.
2. The Chief may require an officer to undergo a physical examination with a physician if the officer appears incapable of carrying out his/her duties. In the alternative, the Chief may require the officer to pass the physical fitness test given to all applicant police officers.
3. **A.** The Chief may require an officer to undergo a psychological examination where job-related stress or personal problems interfere with the officer's ability to perform his/her duty.  
**B.** When the Chief of Police has reasonable cause to believe an officer should undergo a psychological examination, the Chief of Police shall have the right to place that officer on Administrative Leave, with

pay, pending the outcome of the exam. The Chief of Police shall also have the right to confiscate the subject officer's badge, department credentials, and duty weapon in those cases where it is deemed in the best interest of the officer and/or the department.

C. All medical and /or psychological test results shall be retained under restricted access as defined by State and Federal law.

4. If a physical or psychological examination indicates an officer is presently unfit for duty, the department shall afford the officer every opportunity to rehabilitate himself or herself.

#### **420 POSSESSION AND USE OF ALCOHOL OR DRUGS (A) (B)**

1. Employees shall not consume intoxicating beverages while in uniform or on duty except in the performance of duty.

2. Employees off duty shall refrain from consuming intoxicating beverages to the extent that it results in behavior which discredits the department or renders the employee unfit to report for duty.

3. Employees shall not appear for duty, or be on duty, while under the influence of alcohol or drugs of abuse.

4. Employees shall not possess any controlled substance, narcotic or hallucinogen except when prescribed for medical treatment.

5. Employees shall not store or bring into the department opened containers of alcoholic beverages, controlled Substances, narcotics or hallucinogens which are not held as evidence and stored in accordance with department procedure.

#### **421 REPORTING FOR DUTY (B)**

1. Employees shall report for duty at the time and place required by assignment or orders and shall be physically and mentally fit to perform their duties. They shall be properly equipped and aware of information required for the proper performance of duty so that they may immediately assume their duties.

2. Sickness shall be reported at least one hour prior to time for reporting for duty. Employees shall keep the department advised as to status and expected return to duty.

3. Employees who fail to report to duty without the consent of the proper authority will be considered "absent without leave." Such absence shall be reported to the Chief of Police.

#### **422 NEGLECT OF DUTY (A)**

Employees shall not engage in any activities or personal business which causes them to neglect or be inattentive to duty.

#### **423 SLEEPING ON DUTY (C)**

Employees shall remain awake while on duty. If unable to do so, they shall so report to their supervisor, who shall determine the proper course of action.

#### **424 LEAVING DUTY POST (B)**

Employees shall not leave their assigned duty posts or zones for personal reasons during a tour of duty except when authorized by proper authority.

#### **425 MEALS (C)**

Employees shall be permitted to suspend patrol or other assigned activity, subject to immediate call at all times, for the purpose of having meals during their tour of duty, but only for such period of time and at such time as established by departmental procedures.

#### **426 MAINTAINING COMMUNICATIONS (C)**

Officers officially on call shall be available by normal communication or shall keep the department or their superior officer informed of the means by which they may be reached when not immediately available.

#### **427 INSUBORDINATION (A)**

Employees shall promptly obey any lawful orders of a supervisor. This will include orders relayed from a supervisor by an officer of the same or lesser rank. Failure or deliberate refusal of any member or employee to obey a lawful order given by a superior officer shall be insubordination. Ridiculing a superior officer of his/her orders, whether in or out of his/her presence is, also, insubordination. Disrespectful, mutinous, insolent, or abusive language toward a supervising officer is insubordination.

#### **428 ASSISTANCE AND COURTESY TO OTHER EMPLOYEES AND THE PUBLIC (A), (B), (C)**

1. All employees shall immediately take appropriate police action toward aiding a fellow employee exposed to danger or where danger might be reasonably expected or impending. (A)
2. Employees shall not harass, threaten, embarrass, intimidate or discriminate against fellow employees or members of the public based on race, religion, ethnicity or sex. (A) (B)
3. Employees shall be courteous to fellow employees. They shall be tactful in the performance of their duties, control their tempers and exercise the utmost patience and discretion and shall not engage in argumentative discussions or disparaging remarks in the presence of the public. (C)

#### **429 PERSONAL APPEARANCE (C)**

1. Employees on duty shall wear uniforms or other clothing in accordance with established procedures. Officers shall attend their roll calls properly equipped and in their full uniform of the day.
2. Except when acting under proper orders from a supervisor, employees on duty shall maintain a neat, well-groomed appearance. Hair styles, beards and mustaches shall be neatly groomed and in accordance with established procedures, safety regulations and general orders.

#### **430 INSPECTIONS (C)**

The Chief of Police may call for full dress inspections for the department or any part thereof. Officers directed to attend such inspections shall report in the uniform prescribed, carrying the equipment specified. Unauthorized absence from such inspection is chargeable as "absence without leave."

#### **431 RESPONDING TO CALLS (B)**

1. Officers shall respond without delay to all calls from citizens or other members of the department for police assistance. Emergency calls take precedence, however all calls shall be answered as soon as possible.
2. Officers shall make a report of any incident requiring police assistance in accordance with departmental procedure. The first officer to arrive at the scene of a police incident is responsible for summoning medical assistance, arrest of the violator, if appropriate, and security of the scene.



#### **432 OFF-DUTY SERVICE (B)**

1. Off-duty employees shall report for duty immediately upon notification in the event of disaster or emergency.
2. Where personal safety allows, off-duty employees shall come to the aid of citizens in distress to the best of their ability.
3. Off-duty employees shall not intentionally involve themselves in neighborhood disputes unless there is an emergency or risk of serious physical harm. They shall be handled by on-duty officers.

#### **433 ENDORSEMENTS AND REFERRALS (B)**

Employees shall not recommend or suggest in any manner except in the transaction of personal business, the employment or procurement of a particular product, professional service, or commercial service, such as an attorney, repair or towing service, or bondsman when it creates a conflict of interest. In the case of towing service, when such service is necessary and the person needing the service is unable or unwilling to procure it or requests assistance, employees shall proceed in accordance with established departmental procedures.

#### **434 COURT RESPONSIBILITY (B)**

1. Employees both on and off duty shall obey all subpoenas that are issued as a result of official duty.
2. Employees shall appear upon request by the Law Department in any civil or ancillary court proceedings on behalf of the City.
3. Any employee subpoenaed to testify for the defense in a criminal matter or against the City or a fellow employee in a civil matter shall immediately notify the Chief of Police.
4. In the event that a conflict in scheduling a court appearance occurs, it is the employee's obligation to notify the Prosecutor or Law Director. It is solely within the Court's discretion to reschedule appearances. No employee shall be excused without permission first having been obtained by the Law Department from the court.
5. With the exception of paid overtime, any witness fees paid to employees for testifying in Court, in the performance of their official duties, shall be endorsed to the Administrative Coordinator. These fees shall be transmitted to the Director of Public Safety for deposit into the City's general operating fund.
6. Male officers, shall wear either their uniform or suits, sports coat and ties for any court appearances. Female officers shall wear either their uniform, a suit or a dress.

#### **435 TRUTHFULNESS (A)**

Upon the order of the Chief of Police or the Chief's designee as a superior officer conducting an administrative or criminal investigation, employees, when answering questions specifically directed to them regarding the investigation, shall be truthful.

#### **436 INTERNAL INVESTIGATIONS (A)**

Medical examinations, photographs, and lineups: Upon the order of the Chief or the Chief's designee, employees shall submit to any medical, ballistics, chemical or other tests, photographs, or lineups. All procedures carried out under this subsection shall be specifically directed and narrowly related to a particular internal investigation being conducted by the department and shall be in accordance with the collective bargaining agreement. Failure to cooperate shall be the subject of a separate disciplinary proceeding. This rule shall not be construed to permit the violation of any employee's constitutional rights, if the employee is the subject of a criminal investigation.



**437 USE OF WEAPONS (A)**

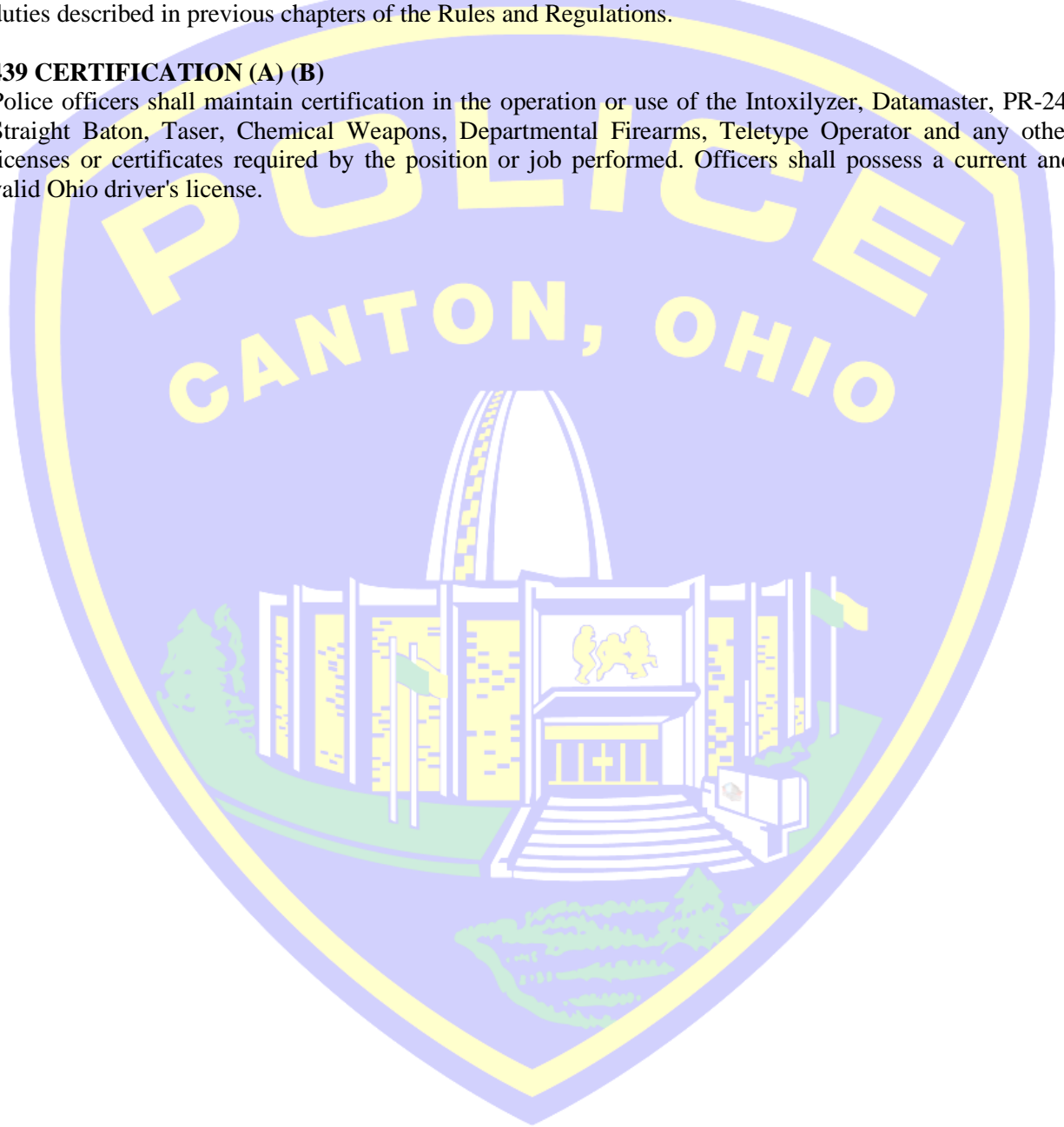
Officers shall not use or handle weapons in a careless or imprudent manner. Officers shall use weapons in accordance with law and departmental procedures.

**438 GENERAL ORDERS AND DUTIES (A) (B) (C)**

Officers shall perform their duties in accordance with the Lexipol Policies and the rank assignments and duties described in previous chapters of the Rules and Regulations.

**439 CERTIFICATION (A) (B)**

Police officers shall maintain certification in the operation or use of the Intoxilyzer, Datamaster, PR-24, Straight Baton, Taser, Chemical Weapons, Departmental Firearms, Teletype Operator and any other licenses or certificates required by the position or job performed. Officers shall possess a current and valid Ohio driver's license.



# Chapter V

## **RULES OF CONDUCT** **Section 500** **Professional Standards**

### **TREATMENT OF PERSONS SUBJECT TO ARREST**

#### **500 USE OF FORCE (A)**

1. No officer shall use more force in any situation than is reasonable and necessary under the circumstances.
2. Force shall only be applied in accordance with law and established departmental procedure.
3. No officer shall display or brandish as a threat any weapon unless its actual use in the situation would be proper. However, when it is reasonable to anticipate that they may be required, weapons may be readied for use.
4. No officer shall carry, use or modify any weapon or other police equipments unless it is approved by the department.

#### **501 DISCHARGE OF FIREARMS (A) (B)**

No officer shall discharge a firearm in the performance of duty unless it is in conformity with departmental policy and procedure.

#### **502 ARREST, SEARCH AND SEIZURE (A) (B)**

1. Officers shall not make any arrest, search or seizure which they know or should have known is not in accordance with law and departmental procedure.
2. Officers shall strictly observe the laws of arrest. Only necessary restraint to assure safe custody and the safety of the officer shall be employed. The arresting officer is responsible for the safety and protection of the person arrested while in his/her custody.

#### **503 TREATMENT OF PERSONS IN CUSTODY (A)**

Employees shall not intentionally mistreat persons who are in their custody. Such persons shall be handled in accordance with law and departmental procedures.

#### **504 PROPERTY OF PERSONS IN CUSTODY (A) (B)**

Employees are responsible for the security and safekeeping of money and other personal property found in the possession of persons who are under arrest or in custody. The property shall be turned over to the Patrol Wagon Driver upon his/her arrival at the arrest scene. If the arresting officer transports the prisoner to the Stark County Jail, such property shall be turned over to the booking officer.

# Chapter VI

## **RULES OF CONDUCT** **Section 600** **Professional Standards**

### **DEPARTMENTAL RECORDS, REPORTS AND PROPERTY**

#### **600 DEPARTMENTAL REPORTS (C)**

Employees shall submit all necessary reports on time and in accordance with established departmental procedures. Reports submitted by employees shall be truthful and complete, and no employee shall knowingly enter or cause to be entered any inaccurate, false or improper information.

#### **601 TRUTHFUL STATEMENTS (B)**

An employee shall give truthful statement at all times regarding the scope of employment and operations of the department. A statement should not be made unless the employee is sure of its truthfulness.

#### **602 FICTITIOUS ILLNESS OR INJURY REPORTS (A) (B)**

Employees shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any official of the department as to the condition of their health. Employees shall not engage in outside employment while they are on sick or injury leave. Employees shall recuperate in a manner consistent with their injury or illness.

#### **603 TELEPHONE AND ADDRESS (C)**

1. Employees shall within 24 hours notify their Commanding Officer in writing of any change of address or telephone number.
2. Employees shall have telephones in their residence and their numbers listed with the Chief of Police.

#### **604 PROCESSING PROPERTY AND EVIDENCE (B)**

Property or evidence which has been discovered, gathered or received in connection with departmental responsibilities will be processed in accordance with established departmental procedures. Employees shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with or withhold any property or evidence in connection with an investigation or other police action, except in accordance with established departmental procedures. Property and evidence shall include photographs, videotapes, recordings, film, and similar property whether gathered by department or personal equipment.

#### **605 ABUSE OF EQUIPMENT (B)**

Employees shall not intentionally abuse, deface, alter or damage any department equipment or property. Employees are responsible for maintaining departmental property in the same condition it is received, taking into account ordinary wear and tear. The last person assigned a piece of equipment shall be presumed to be responsible for the damage.

#### **606 OPERATING VEHICLES (B)**

1. The use of city owned vehicles for other than the performance of official duty or city work is prohibited.
2. The Chief of Police shall be responsible for his/hers subordinates use of city owned vehicles assigned to his/her department.
3. All city owned vehicles not expressly permitted to be kept elsewhere when not in use for official duty or city work shall be kept on city property or in approved parking areas on the public streets of the city as designated by the Chief of Police.
4. Employees shall operate official vehicles in a careful and prudent manner and shall obey all laws and departmental orders pertaining to such operation.
5. Employees shall immediately notify their Commanding Officer of any traffic accidents involving official vehicles.
6. Employees shall not operate any official vehicles unless they possess a valid Ohio State Operator's license. Loss or suspension of any driver's license shall be immediately reported to the employee's Commanding Officer in writing.
4. Employees shall not operate official vehicles outside the city limits except in hot pursuit of a fleeing suspect or as necessity dictates for other police purposes, without consent of a Commanding Officer . Employees who live outside the city limits may operate their assigned vehicles to and from their residences.
5. Employees shall not transport citizens in official vehicles unless they are being detained or transported in the course of law enforcement, or authorized to do so by a higher authority.

#### **607 EXPENDITURES OF MONEY (C)**

Employees shall not expend money or incur financial obligations in the name of the department without the written permission of the Chief of Police.

#### **608 DEPARTMENTAL KEYS (C)**

Employees shall obtain permission from the Chief of Police before having duplicates made of any departmental key, and are prohibited from lending or furnishing departmental keys to any persons not employed by the department.

#### **609 CRIMINAL RECORDS (B)**

Criminal records or reports shall not be exhibited or divulged to any person except during the process of an investigation by a law enforcement officer, under process of law, or in conformity with the Public Records Act.

#### **610 TELEPHONE CALLS (C)**

Employees when answering or calling on a telephone shall give the name of the Department, Division or Bureau, and their rank and surname. All telephone conversations shall be held in a courteous and friendly manner.

# Chapter VII

## ENFORCEMENT AND MANAGEMENT Section 700

### I. ENFORCEMENT AND MANAGEMENT OF RULES OF CONDUCT

- A. All complaints of employee misconduct or of improper police practices will be objectively and thoroughly investigated and documented by the Internal Affairs Unit or by supervisory personnel of the Police Department, according to departmental procedure. All complaints, no matter what form, shall be accepted and investigated.
- B. This department is committed to developing the highest standards of police conduct. To carry out this aim, the department shall administer both corrective and progressive discipline in the form of rehabilitation, counseling or sanctions.
- C. Discipline shall be administered in a fair, equal and impartial manner. The department shall not hesitate to impose disciplinary action against unfit employees and dismiss unjustified allegations against innocent officers.
- D. Employees are required and presumed to be familiar with the rules, regulations, general orders and policies of the department and the City of Canton. Employees shall acquaint themselves daily with bulletins, orders and other communications when on duty and immediately upon returning to work after any absence or days off.
- E. The rules of conduct listed by name below and described in Rules of Conduct, Sections 400, 500 and 600 are not intended to be an exclusive list of offensive conduct. These rules are set out to inform employees of generally accepted rules of professional conduct. The Chief of Police and the Director of Public Safety reserve the right to discipline an officer for reasonable and just cause even though the specific offense is not defined herein.

### II. CLASSIFICATION OF RULES OF CONDUCT

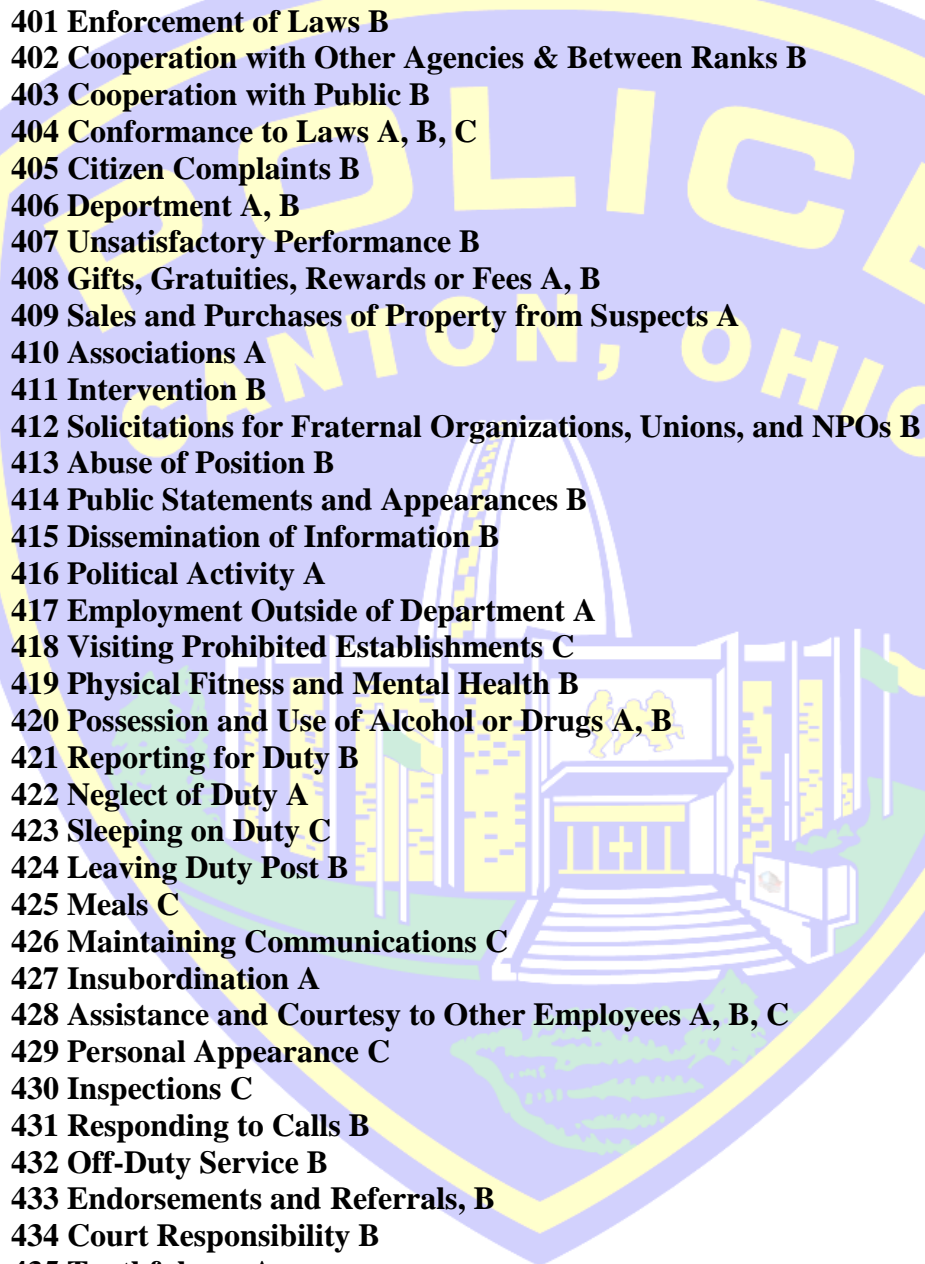
- A. Introduction
- B. The department recognizes that disciplinary action serve a two-fold purpose. On the other hand, situations will arise that call for corrective or remedial action. Under those circumstances, every effort will be made to improve, rehabilitate or train the officer in the most effective performance of duty. On the other hand, certain types of police misconduct require the imposition of a severe penalty. In order to insure both the highest standards of police conduct and the fair administration of discipline, a schedule of sanctions has been established. A range of minimum and maximum corrective action or penalties has been assigned to each Rule of Conduct. Repeated infractions or violations will be taken into account by imposing escalated sanctions.

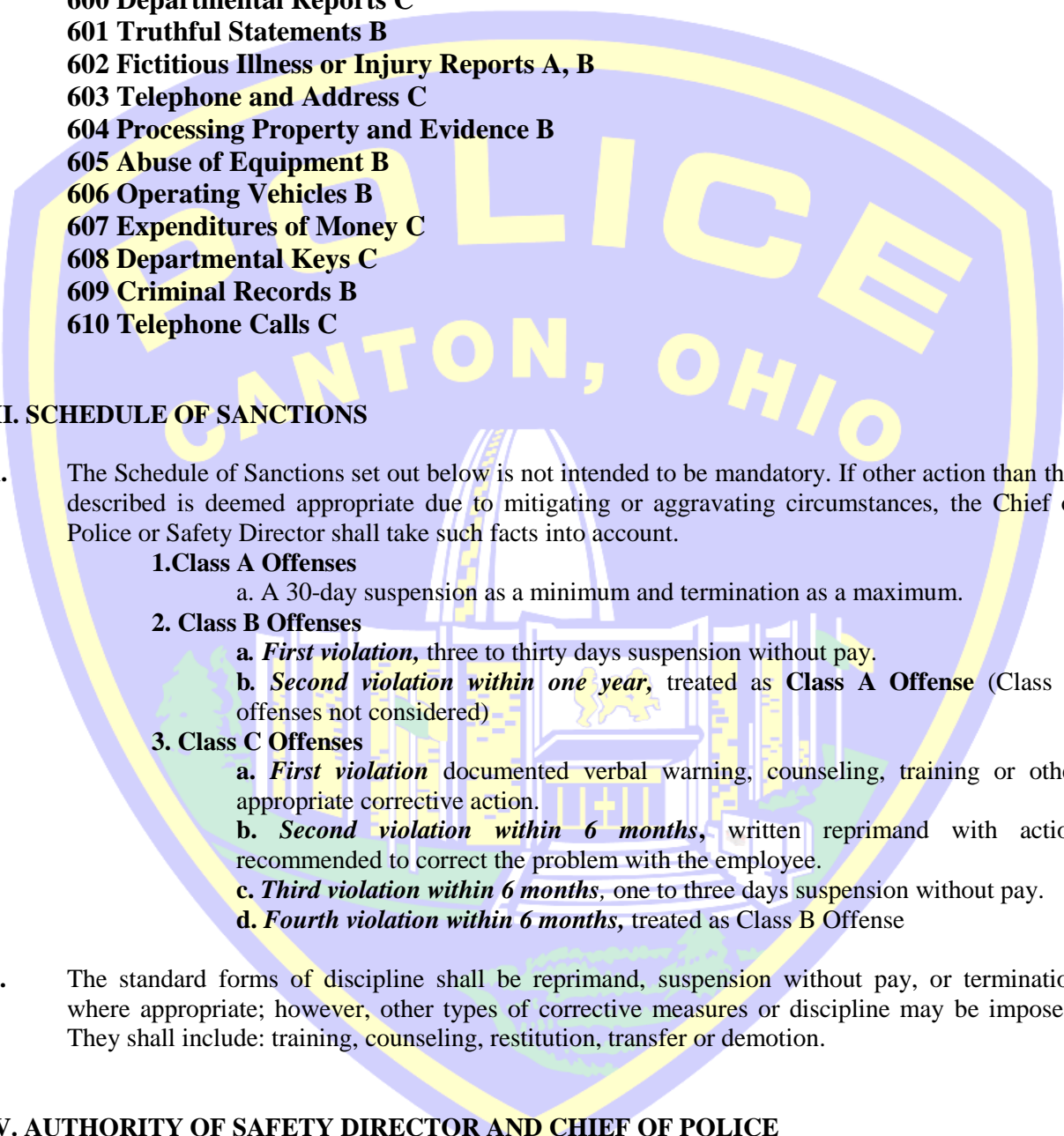


C. The Rules of Conduct shall be classified into three offense categories:

1. **Class A - Major violation of police conduct**
2. **Class B - Serious violation of police conduct**
3. **Class C - Minor infraction of police procedure**

D. Rules of Conduct and Classification of Offense

- 
- 401 Enforcement of Laws B**
  - 402 Cooperation with Other Agencies & Between Ranks B**
  - 403 Cooperation with Public B**
  - 404 Conformance to Laws A, B, C**
  - 405 Citizen Complaints B**
  - 406 Deportment A, B**
  - 407 Unsatisfactory Performance B**
  - 408 Gifts, Gratuities, Rewards or Fees A, B**
  - 409 Sales and Purchases of Property from Suspects A**
  - 410 Associations A**
  - 411 Intervention B**
  - 412 Solicitations for Fraternal Organizations, Unions, and NPOs B**
  - 413 Abuse of Position B**
  - 414 Public Statements and Appearances B**
  - 415 Dissemination of Information B**
  - 416 Political Activity A**
  - 417 Employment Outside of Department A**
  - 418 Visiting Prohibited Establishments C**
  - 419 Physical Fitness and Mental Health B**
  - 420 Possession and Use of Alcohol or Drugs A, B**
  - 421 Reporting for Duty B**
  - 422 Neglect of Duty A**
  - 423 Sleeping on Duty C**
  - 424 Leaving Duty Post B**
  - 425 Meals C**
  - 426 Maintaining Communications C**
  - 427 Insubordination A**
  - 428 Assistance and Courtesy to Other Employees A, B, C**
  - 429 Personal Appearance C**
  - 430 Inspections C**
  - 431 Responding to Calls B**
  - 432 Off-Duty Service B**
  - 433 Endorsements and Referrals, B**
  - 434 Court Responsibility B**
  - 435 Truthfulness A**
  - 436 Internal Investigations A**
  - 437 Use of Weapons A**
  - 438 General Orders and Duties A, B, C**
  - 439 Certification A, B**

The seal of the Canton, Ohio Police Department is a large, light blue shield with a yellow border. Inside the shield, the word "POLICE" is written in large, yellow, serif capital letters across the top. Below it, "CANTON, OHIO" is written in smaller, yellow, serif capital letters. In the center of the shield is a yellow silhouette of a building with a steeple, flanked by two yellow trees. The seal is positioned behind the text of the document.

**500 Use of Force A**  
**501 Discharge of Firearms A, B**  
**502 Arrests, Search and seizure A, B**  
**503 Treatment of Persons in Custody A**  
**600 Departmental Reports C**  
**601 Truthful Statements B**  
**602 Fictitious Illness or Injury Reports A, B**  
**603 Telephone and Address C**  
**604 Processing Property and Evidence B**  
**605 Abuse of Equipment B**  
**606 Operating Vehicles B**  
**607 Expenditures of Money C**  
**608 Departmental Keys C**  
**609 Criminal Records B**  
**610 Telephone Calls C**

### **III. SCHEDULE OF SANCTIONS**

- A.** The Schedule of Sanctions set out below is not intended to be mandatory. If other action than that described is deemed appropriate due to mitigating or aggravating circumstances, the Chief of Police or Safety Director shall take such facts into account.
- 1. Class A Offenses**
    - a. A 30-day suspension as a minimum and termination as a maximum.
  - 2. Class B Offenses**
    - a. *First violation*, three to thirty days suspension without pay.
    - b. *Second violation within one year*, treated as **Class A Offense** (Class C offenses not considered)
  - 3. Class C Offenses**
    - a. *First violation* documented verbal warning, counseling, training or other appropriate corrective action.
    - b. *Second violation within 6 months*, written reprimand with action recommended to correct the problem with the employee.
    - c. *Third violation within 6 months*, one to three days suspension without pay.
    - d. *Fourth violation within 6 months*, treated as Class B Offense
- B.** The standard forms of discipline shall be reprimand, suspension without pay, or termination where appropriate; however, other types of corrective measures or discipline may be imposed. They shall include: training, counseling, restitution, transfer or demotion.

### **IV. AUTHORITY OF SAFETY DIRECTOR AND CHIEF OF POLICE**

- A.** The classification of the Rules of Conduct is intended to serve as a guideline only. The Director of Public Safety is not bound by the penalty scale described above. The Director reserves the right to take into account aggravating or mitigating circumstances and impose a penalty, whether higher or lower, that is deemed appropriate under the circumstances.

**B.** The Director of Public Safety will take into account the employee's personnel record in deciding whether a minimum or maximum penalty shall be imposed. The employee's record shall be expunged in accordance with the Collective Bargaining Agreement.

**C.** The Chief of Police has the sole authority to determine which rules of conduct may have been violated and whether an employee who is accused of misconduct should be subject to a disciplinary hearing before the Director of Public Safety.

## **V. PROCEDURE**

**A.** The Chief of Police shall notify an officer in writing of violations of the Rules of Conduct. Unless there is an emergency as determined by the Chief of Police, the officer shall be afforded a hearing before the Director of Public Safety before disciplinary action is imposed.

**B.** A superior officer of a Division, Bureau, or Acting OIC of a Patrol Shift may relieve an officer from duty for a breach of discipline. Such action shall be immediately reported to the Chief of Police. No officer, the rank of Lieutenant or higher, may be relieved from duty except by the Chief of Police.

## **VI. ATTIRE**

**A.** All officers attending any hearing or procedure as a result of disciplinary action, whether as a witness or defendant, or in any other capacity shall wear proper attire. Male officers shall wear either a suit, or sport coat with slacks, and a dress shirt and tie, or, if not under suspension, the uniform of the day. Female officers shall wear *either* a suitor dress, or, if not under suspension, the uniform of the day.